



## **Assistant Food and Beverage Manager**

Wilderness Country Club is looking for a person with an outgoing personality and a positive attitude. This position is responsible for management of dining room service in a professional manner most pleasing to the members and their guests. It requires a high standard of appearance, hospitality, and service in personnel and cleanliness of dining room. Supervises and trains dining room staff; manages within budgetary restraints.

### **MAJOR RESPONSIBILITIES:**

1. Works with Director of Food and Beverage in furthering the goals and policies of Wilderness Country Club.
2. Investigates and resolves food and beverage quality and service complaints.
3. Takes reservations and creates floor plans based on anticipated guest count.
4. Responsible for assigning sections and creating room diagrams for meal periods and events.
5. Books and creates BEO's for events, luncheons and parties with members.
6. Greets and escorts members to tables.
7. Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented.
8. Assures that pre-opening, side work and closing duties are assigned and completed as required for servers, bartenders and bussers.
9. Coordinates food service involving communication between kitchen and service staff.
10. Supervises to help assure proper service and takes orders when necessary.
11. Direct AM or PM pre-meal meetings with service staff (relating to menu changes, specials, BEO's and policy changes of the Club).
12. Assists with the development, pricing and printing of all food and beverage menus.
13. Assists with Jonas POS programming
14. Assures that the Dining Room and other Club areas are secure and locked at the end of the business day.
15. Keeps appropriate records of daily count and receiving liquor orders.
16. Takes liquor inventory.
17. Helps order liquor and linen.
18. Make center pieces for dining room tables.
19. Performs any other duties as required by Director of Food and Beverage.

Wilderness Country Club offers competitive compensation commensurate with experience as well as a benefit package for this full time position. Our benefit package includes the option for medical, dental and vision. The Club also offers a 401 (k) plan with company match for your retirement. In addition, you will receive Holiday and vacation pay. Along with this benefit package, we also provide complementary employee meals, golfing privileges as well as discounts on merchandise. Interested candidates should submit their resume immediately. Please send your resume to [kharris@wildernesscc.com](mailto:kharris@wildernesscc.com).

### **PHYSICAL DEMANDS:**

1. May be on feet up to 12 hours.
2. Must be able to lift up to 50 lbs.
3. Works with knives and other sharp objects.
4. Works with hot food and beverages (hot plates, coffee, tea, etc.)

### **REPORTS TO:**

Director of Food and Beverage