

Club Summary

Hideaway Beach Club is a private gated community situated directly on the Gulf of Mexico. The more than 300 acres of property, half of which are wetlands and conservancy, make Hideaway home to the largest concentration of native Florida Live Oak trees. Condominiums, beach villas, single family homes and vacant buildable lots frame the other 150 acres of the property. With boardwalks for nature studies at natural lagoons, shelling, fishing, a Sports Center complex and a Gulf front Beach Club that hosts an array of entertainment and exquisite dinners to satisfy any appetite, Hideaway Beach Club is an excellent place to call home.

F&B Manager Job Description

Reports To: Clubhouse Manager

Supervises: Hostesses, Servers, Bussers & Bartenders

Employment Status: Full-Time, Exempt

Salary: Commensurate with experience

Notable Benefits: Free (no premium deduction from payroll) Health Insurance option

POSITION SUMMARY

The Restaurant Manager is responsible for ensuring that members and their guests have a pleasant and memorable dining experience. Responsible for assisting with daily food and beverage operation, the Restaurant Manager monitors setup, maintenance, cleanliness, and safety of dining areas. As part of assisting with daily operations, the Restaurant Manager is responsible for training and monitoring the Service Staff to the standards of excellence that are held at Hideaway Beach Club. As a Restaurant Manager, the individual will be responsible for acting as Manager on Duty (MOD) for lunch service, dinner service, and member events when applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist management in daily operation of the Food & Beverage Service.
- Working closely with Food & Beverage Managers to coordinate food service between kitchen and dining staff and coordinate operating procedures for all staff pertaining to food service being offered.
- Must be able to assign, monitor, and complete all opening and closing procedures for all service staff.
- Monitor and enforce Hideaway Beach Club rules, policies and procedures for members, guests, and staff.
- Able to work at a rapid pace while maintain attention to detail, and the ability to multi-task.
- Must have good supervisory skills.
- Must have good communication and ability to promote sales.
- Interact with members to answer questions, solve problems, oversee services, and ensure member satisfaction.
- Undertake special projects that are assigned by the Clubhouse Manager.
- Must be skilled in time management.
- Must have teaching and motivational skills.

- Must exhibit an excellent service attitude and be willing to go above and beyond to accommodate the members and exceed their expectations.
- Must be flexible and able to adjust to meet the changing needs of Hideaway Beach Club and the membership.
- Must maintain a level of professionalism and communicate effectively.
- Must show enthusiasm for the job and for Hideaway Beach Club.
- Must be considerate, patient, and willing to help fellow staff members.
- Must have a good self-image and be able to command the respect of the employees.
- Must be able to tolerate pressure and work calmly and efficiently during busy times.
- Possess the highest work ethics, personal morals and honesty beyond reproach.

JOB TASKS

- Inspects all linens daily for proper appearance.
- Ensures staff is properly uniformed.
- Maintains all silver service ware items.
- Resolves member/guest complaints.
- Assures that all safety, accident and emergency policies and procedures are in place and consistently followed.
- Assist in selecting, training, supervising and evaluating service staff.
- Ensures new hires are familiar with Point-of-Sale procedures.
- Inspects dining room to ensure proper maintenance, cleanliness and safety.
- Ensures all store rooms are clean and organized.
- Assures that pre-opening cleaning tasks are assigned and completed as required.
- Monitor's dining reservations.
- Assists in monthly beverage inventory.
- Assists with table clearing and resetting as needed.
- Suggests when additional service supplies and small equipment are needed.
- Assists in dining room inventory assessments.
- Performs other duties as directed by Management.
- Adheres to all policies and procedures, memos and oral instructions.

MINIMUM QUALIFICATION (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree (B.A.) from a four-year degree college or university; or one or two years related experience and/or training; or equivalent combination of education and experience.
- Minimum of 3 years serving, or supervisory experience required in fine dining or upscale restaurant. Country Club experience is preferred.
- Professional, articulate, friendly, and punctual.
- Possesses and exhibits the drive to provide exceptional Member service.
- Full-time, flexible hours are required (must be able to work days, nights, weekends, holidays).
- Required to maintain ServSafe Certification
- Interest in continued education and growth through CMAA

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Must be able to stand/walk for 8 hours; bend, push, pull, lift 30lbs.
- Proficient in computer skills including POS systems (Jonas a plus), Word and Excel.
- Professional appearance appropriate for premier club

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Qualified Candidates are to submit a cover letter and resume to:
Patrick Ferrari, Clubhouse Manager
Hideaway Beach Association, Inc.
250 South Beach Drive, Marco Island, FL 34145