



Jupiter Island Club

JOB DESCRIPTION

Jupiter Island Club is looking for a Year-Round, Full-Time, experienced Assistant Food and Beverage Manager with extraordinary service standards and excellent interpersonal skills. Country Club experience is preferred.

Compensation is commensurate with experience and includes a bonus potential. Jupiter Island Club's generous benefits package includes the option for medical, dental, vision and pet insurance. Life Insurance is provided. Voluntary insurance products are available and 401(k) with company match plus munificent Holiday, personal and vacation time.

Please apply online at www.Jupiterislandclub.com/employment

Job Title: Assistant Food and Beverage Manager

Job Number: 012-400

Department: Food & Beverage

Reports To: Food and Beverage Manager

FLSA Status: Exempt

Date: 2020

SUMMARY: The Assistant Food and Beverage Manager is responsible for overseeing all aspects of dining room and beverage operations including the cleanliness and timeliness of food and beverage service, and the effective execution of banquets. The Assistant F&B Manager's areas of responsibility will include all dining areas as well as banquet rooms, living room and any other Club area or event related to or affiliated with the dining facility. He/She shall maintain these facilities and services at the highest quality level while creating a warm and friendly environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES and other duties as may be assigned related to this position.

Works closely with the Food & Beverage Manager and Food & Beverage Director to ensure Member satisfaction.

Ensures that the restaurants, lounges and private dining rooms operate efficiently, and proper service is offered at all times according to manuals, training programs and SOPs.

Programs and maintains POS systems and coordinates monthly inventories.

Works with F&B Manager overseeing the Wine Shop and Beverage operations. This

includes creating and maintaining wine lists and craft cocktail lists.

Analyzes information concerning Wine Shop and Beverage operations such as daily sales, Member/guest attendance, and labor costs to prepare budgets and to maintain cost control of Wine Shop and Beverage operations.

Attends weekly F & B Meetings and any other meetings as assigned.

Schedules daily line ups and re-caps within the department to communicate daily assignments and changes to ensure proper execution thereof.

Assures that staff adheres to all Club policies and procedures and department SOPs including emphasis on uniforms, hygiene and sanitation standards.

Consistently monitors and enforces all rules and regulations as set forth in the Club's Employee Handbook.

Counsels with other food and beverage managers to immediately deal with employee grievances and complaints, and provides prompt, fair and reasonable resolutions to problems and issues.

Responsible for weekly work schedules; works closely with the F&B Manager to ensure proper budgeting guidelines are met and proper levels of staffing are maintained.

Orients, trains and supervises dining room captains, servers, bartenders, runners, bussers and all other service staff.

Conducts daily meetings with service staff to disseminate information, discuss problems and solutions, etc.

Maintains a high level of Member contact during service hours.

Handles Member and guest routine comments in a professional manner and according to established policies; refers any significant issues to the Food and Beverage Manager.

Walks through dining facilities and related areas before and after each dining period to assure everything is in proper order. Inspects the room including tabletop settings, chairs, linens, floors, workstations and storage areas.

Coordinates and prepares diagrams, event packets, etc. for special Club events and/or holiday functions.

Maintains an accurate account of each employee to ensure they are following proper guidelines and procedures.

Oversees the appearance of all silver and hollowware; Effectively executes maintenance programs to maintain these items and equipment.

Completes all end of shift reports on a daily per shift basis in accordance with established standards. Checks and corrects all shift reports completed by other shift managers.

Prepares daily reports detailing sales, problems, complaints, ideas, employee feedback, etc.

Participates as an active member of the management staff in improving the service and operation of the Club.

Conducts employee performance reviews.

Makes sure safety procedures are being followed and adheres to reporting requirements in accordance with Club policy.

Presents a professional image through dress and demeanor both on and off Club premises.

Anticipates the needs/requests of service staff, Members and guests, so we may provide “proactive” service at all times.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises subordinate employees. Carries out supervisory responsibilities in accordance with the Club’s policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work, appraising performance; rewarding employees; addressing complaints and resolving problems. Develops on-going professional development and training programs for Food and Beverage department captains/supervisors. Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws. Ensures a safe working environment for all all employees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associate’s degree or equivalent from two-year College or technical school in hospitality or business and three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS Florida Safe Food Handling Certificate

required. Florida Safe Serve Alcohol Certificate required. Culinary, Sommelier and or Club Management certifications advantageous. Valid driver's license required for driving company vehicles.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch or crawl; and climb or balance. The employee is regularly required to lift and/or move up to 25 pounds and is occasionally required to lift and/or move up to 50 pounds. To perform the essential functions of this job, the employee must have the sensory abilities to taste, hear, speak and smell. The employee must be able to identify and distinguish colors.