

LONGSHORE LAKE

Longshore Lake located in north Naples, Florida is seeking a **FOOD AND BEVERAGE MANAGER** for its bundled/Member owned tennis club located on an 88-acre pristine lake. Longshore Lake is a gated community, and the community has 566 doors with approximately 1,000 Members, as well as social and tennis Members. There is a 70/30 mix of full-time residents to seasonal residents. Almost all residents are in-residence from November to May. Longshore Lake is conveniently located right off Interstate 75 at exit #111.

The Community Association Institute of South West Florida awarded **Longshore Lake Community Association of the Year 2019-2020**. The General Manager was also recognized as **Manager of the Year** by the CAI for 2019-2020. The community is proud of these accomplishments and is forward thinking... always looking for ways to improve and move Longshore Lake forward! It is important for the prospective candidate to understand and assimilate into the culture of the community.

General Duties:

The Food and Beverage Manager position requires an energetic, creative, self-motivated self-starter with strong leadership and personnel management skills. Excellent communication, financial management, staff management, organization, point of sale and time management skills are important to the success of this position as is the ability to deal with people, both the membership and staff.

Responsibilities

- Responsible for the F&B sales, marketing, and membership relations programs to promote the Club's service and facilities, including all aspects of the planning, implementation, and execution of the events.
- Assists in developing an operating budget for food and beverage departments, monitors and acts when necessary to assure the budget's sales and cost goals are attained.
- Monitors policies relating to personnel, training, and professional development.
- Lead F&B team by attracting, recruiting, training, and appraising talented personnel.

- Comply with all health and safety regulations and ensures that all legal requirements are consistently adhered to.
- Report to management regarding sales results and productivity
- Responsible for employee review and disciplinary documentation.
- Attends monthly Club Committee meetings and provides reports to the Committee.
- Approves all F&B invoices, and codes them into the correct general ledger account numbers, ensuring that all products and supplies are proper quantity and price when they are received and billed to the Club.
- Approves all booked activities such as banquets, schedules them and ensures they are put on the Events calendar.
- Creates and develops menu prices, beverage lists and pricing in conjunction with the GM. Responsible for the election of condiments, linens, uniforms, and décor used in the property's facility.
- Schedules all month end beverage inventory.
- Maintaining a clean, organized, and efficient work area, service area and dining room
- Develop relationships with all vendors, and especially for all F&B associated contracts, such as cleaning services, linen purveyors, etc.
- Understand and assimilate into the culture of the community.

Job Requirements

- At least 3-5 years of food and beverage management experience.
- Working knowledge of various computer software programs (MS Office, Northstar software is desirable,)
- Marketing and event planning experience a plus.

Longshore Lake offers competitive compensation commensurate with qualifications and proven track record; benefits offered are; health care, dental, vision, life insurance, short- and long-term disability policies, participation in 401k plan with Club matching up to certain percentage, and support for professional associations dues.

Longshore Lake is an Equal Opportunity Employer and a Drug-Free Workplace.

Interested candidates should email their resume to Controller@longshorelake.org.