



Oceanside Country Club Food & Beverage Manager

**Oceanside Country Club
75 N. Halifax Dr.
Ormond Beach, FL 32176**

Introduction

Oceanside, established in 1962, operates under the 501(c)(7) non-profit tax code designation. Positioned along Florida State Road A1A in Ormond Beach and just a stone's throw from the Atlantic Ocean, we are currently capped with over 600 total members and have a 6-month+ waiting list for all memberships. Full memberships are at our cap of 375. Total Operational Budget is \$6M with \$1.9M in Food and Beverage. The club is well funded and well positioned for the future with capital dues and robust initiation fees funding the strategic plan and servicing debt. The club currently carries \$4.5M debt in private 10-year notes (8 years remaining) with our members. The club has a successful, experienced, and tenured staff. We are seeking an individual who will mesh with fellow department leaders and can speak comfortably in a committee meeting setting. Excellent people skills are a must in the Club environment as the position is dealing with employees, members, and subordinates. This position is open because the Manager is moving on to a terrific opportunity after 8 years of service to OCC.

Oceanside has multiple F&B outlets including – Grill Room casual dining seating 120 inside and out, Dining Room upscale dining seating 75, Ball Room for special events seating 225, Men's Locker Room seating 40 for special events, Pool Service seating 75 seasonally. We completed a significant clubhouse renovation in 2020.

OCC's Vision

Oceanside Country Club's Vision is to enrich the lives of its Members, Employees, and Community. OCC strives for a member experience that is superior in quality and value to any alternatives, a financially self-sustaining operating model, a family-oriented environment, and a diverse and upstanding membership with a deep sense of shared ownership.

OCC's Mission

- Be the social and recreational centerpiece in the lives of its members, fostering camaraderie, collegial fellowship, and sportsmanship.
- For members of all ages and skill levels, provide golf, tennis, pool, and clubhouse facilities superior to local alternatives.
- Consistently exceed the dining expectation of members and guests.
- Provide consistently warm and hospitable treatment to all members and guests, with an intentional focus on welcoming new members

- Foster effective leadership and the best professional staff possible.

Essential Functions and Initial Objectives

Responsible for all food and beverage service for the club. Directly supervise all F&B Service Staff. Plan and implement budgets, hire, train and supervise subordinates and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded. Serve as Member Event Manager to book club events and direct staff as needed for planning and execution.

- Employee core staff is strong
- Member culture is positive and supportive
- Engagement and collaboration with executive chef is critical to success
- Continuous development of the club's wine program and wine lockers
- Evaluate training procedures and implementation of Standard Operating Procedures for all dining areas
- Review and prepare for club events and update the calendar

Responsibilities

- Develops an operating budget for each of the department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized
- Helps plan and approves internal marketing and sales promotion activities for the food and beverage department
- Helps plan and approve the staffing and scheduling procedures and job description/specifications for all department staff
- When applicable, manages pool and camp operations.
- Assists with menus proposed by the Executive Chef for all outlets and special events
- Establishes quantity and quality output standards for personnel in all positions within the department
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages as well as Health Department regulations.
- Research new products and develop analysis of the cost/profit benefits
- Develops and implements policies and procedures for Service Staff
- Monitors purchasing and receiving procedures for products and Beverage to ensure proper quantity, quality, and price
- Consults with the Executive Chef and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost
- Greets guests and oversees actual service on a routine basis
- Develops wine lists and bottle/glass wine sales promotion programs in addition to other beverage promotions and development
- Develops on-going professional and training programs for food service and bar production/service personnel
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken

- Develops interesting ways of promoting club functions in the dining room, lounge, and other outlets
- Planning and implementing procedures for special club events and banquet functions
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Monitors employee dress codes according to policies and procedures
- Approves all invoices before submitting to the accounting department
- Manages physical inventory verification and provides updated information to the accounting department
- Responsible for the proper accounting and reconciliation of the Point-of-Sale systems and member revenues
- Maintains records of special events, house counts, food covers and daily business volumes
- Ensures that an accurate reservation system is in place
- Audits and approves weekly payroll
- Semiannually complete china, glass, and silverware inventories
- Implements and monitors sanitation and cleaning schedules

Licenses and Special Requirements

Familiarity with club software systems (NorthStar preferred)

Physical Demands and Work Environment

Must be able to reach, bend, stoop, stand and lift up to 40 pounds.

Must be able to sit for prolonged periods of time.

Moderate noise level in the work environment.

Education and/or Experience

Hospitality degree from four-year college or university a plus. Five to seven years of private club experience or equivalent in hospitality operation.

Available Start Date

Immediately

Salary and Benefits

Salary is open and commensurate with qualifications and experience.

Health Insurance, 401(k), vacation, meals, and ancillary benefits upon eligibility.

Please send resumes to: gm@occ1907.com