

****NEW YEAR, NEW OPPORTUNITY****

**Please email resume to Tonya Herrick-Director of Food & Beverage:
therrick@sawgrasscountryclub.com**



DEPARTMENT: Food & Beverage
JOB TITLE: **Food & Beverage Manager**
REPORTS TO: Director of Food & Beverage
STATUS: Salary-Exempt

JOB SUMMARY

The Food & Beverage Manager is responsible for planning, directing, and controlling Club operations as well as managing banquet functions from 15 to 500 People. This position assists with monitoring labor and beverage costs. This position is responsible for training new team members and ensuring that all sales, gratuities, and nightly reports are completed correctly. This role is responsible for supervising all Food and Beverage staff according to prescribed policies and procedures and will assure the highest standard of appearance, hospitality and service in personnel and cleanliness of Sawgrass Country Club (Beach Club and Golf Club). She/he will assist in all areas within the dining room when needed. This role is responsible for ensuring that members and guests are served in a prompt, efficient and pleasant manner and greets each member by name. This position must maintain the highest professional food quality and sanitation standards and adheres to all guidelines against discrimination and harassment.

DUTIES AND FUNCTIONS

- Opens or closes the Beach Club or Golf Club as directed
- Maintain work areas; keeps restaurant clean and organized. Reports unsafe conditions immediately.
- Ensures that Beverage coolers and banquet storage areas are kept clean and organized.
- Acts Proactively to ensure that all banquet rooms are set for the next event scheduled to (the fullest extent it can be set).
- Ensures that all sales, gratuities, and nightly reports are updated daily; with nightly reports emailed to all department heads.
- Communicates with fellow Food and Beverage Managers on all matters relating to the Golf Club, Beach Club, and catering events.

- Completes other duties as assigned by Director of Food and Beverage Manager to include cross training.
- Participates in the supervision and training of service team members as needed.
- Participates in departmental meetings, inter-departmental meetings, shift line-ups and incentive programs.
- Ensure that all event bars are requisitioned out and a consumption report is done after the event.
- Understands alcohol consumption awareness and the effects of alcohol. Completes Alcoholic Beverage purchases and transfers as directed.
- Greets and seats members, while using proper member identification procedures and effectively using and maintaining eye contact
- Must be prepared to yield the right of way to Members. All member interaction must be positive and professional.
- Is a vital center of information about Sawgrass Country Club; knowing the events, products and helping to sell the experience. Speaking professionally about food items and services.
- Has a professional attitude that conveys cooperation, willingness to learn and a desire to excel and contribute to member satisfaction.
- Has a professional appearance always by following the uniform dress code.
- Has an attentive posture; and displays confidence, enthusiasm, and a cordial disposition.
- Controls Dining room flow of activity and service.
- Can use proper telephone etiquette by properly utilizing the “hold” function; taking complete messages; following reservation policies; referring inquiries effectively and projecting professionalism with every call and guest interaction.
- Communicates clearly and effectively with members, co-workers, and management.
- Has knowledge of principles and processes for providing customer and personal services including member needs assessment.
- Constantly observes quality service standards (The Non-Negotiables).
- Has skill in approaching all encounters with club members and team members in a courteous and professional manner.

The above description reflects on the general details considered to describe the principal functions of the job. This is not a detailed description of all the work requirements that may be inherent in the job. Management reserves the right to alter the above requirements at any time

QUALIFICATIONS

Education, Skills, and Experience:

- Minimum two years' experience in food & beverage
- Able to work independently.
- Able to be on-call when needed

- Able to work nights and weekends
- Displays Good knowledge of cocktail and wine service.
- Displays Good knowledge of food preparation.
- Can perform duties of all positions within the department including serving, bussing, hosting, expediting.
- Must be able to spend several hours at a time standing up or walking.
- Bachelors' degree from an accredited university required

Physical Requirements/Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication (English)
X	Utilize computer software (specified above)	X	Written communication (English)
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs		Research, analyze and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)		Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 25/15 pounds
X	Standing for extended periods		Lifting/carrying more than 25/15 pounds
X	Extended periods viewing computer screen	X	Repetitive Motions
X	Reaching	X	Crouching
	Balancing		Kneeling
	Climbing		Crawling/Squatting
X	Walking	X	Pushing/Pulling
X	Reading	X	Bending
X	Speaking	X	Stooping
X	Hearing and Visual Acuity		Twisting
X	Working outdoors in the heat	X	Working outdoors in the cold
Right Hand Grasping		Left Hand Grasping	
X	Simple Grasping	X	Simple Grasping
	Firm Grasping		Firm Grasping
	Fine Grasping		Fine Grasping
	Other (List):		Other (List):

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Environmental Conditions: (X = Required for job)

X	Normal office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Dust, Fumes, & Gas Exposure		Unprotected heights
	Flammable, explosive gases		Proximity to moving mechanical parts
	Operating Forklifts		Operating Moving Machinery
X	Temperature Changes	X	Driving Automobiles

Acknowledgment for Receipt of Job Description

I have received a copy of the Job Description and have read and understand its contents.

Employee Name

Date

Employee Signature

Date

Manager Name

Date

Manager Signature

Date

<p><u>For Human Resources Use Only:</u> FLSA Status: Job Title(s) in Great Plains: Job Code: Approved By: Date: _____</p>
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