

**Description:**

St Andrews Country Club is currently seeking an experienced Food & Beverage Manager to work in our upscale and high-end restaurants located in Boca Raton, Florida.

The Food and Beverage Manager will be responsible for the management of dining room outlets and service while adhering to the highest standards set forth by the club reflected by staff appearance, hospitality, quality of service and cleanliness. Other responsibilities will include, but may not be limited to supervising and training dining room staff, supervising food service and beverage preparation; assisting with other duties such as seating and taking reservations.

**Knowledge and Skill Requirements:**

- Minimum of five years experience required in a supervisory/managerial role
- Bachelor's Degree from a four-year college or university in Hotel/Restaurant Management preferred or equivalent combination of college and experience
- Country club experience preferred
- Proven experience in fast paced service environment
- Computer skills with emphasis on Microsoft Word and Excel
- Excellent communication skills.
- Multi-task oriented.
- Knowledge of workplace safety procedures

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed 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.

**Physical Requirements:**

- Ability to stand for a long period of time
- Must be able to sit, stand, crouch, stoop and kneel if needed
- Frequent walking

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, use hands to finger, handle or feel objects, tools or controls, talk or hear, and taste or smell. The employee is occasionally required to walk, reach with hands and arms, stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to extreme cold. The noise level in the work environment is usually moderate.

## **Compensation**

- Salary is commensurate with experience.
- This is a full-time position eligible for full benefit package such as:
  - Medical Insurance
  - Dental Insurance
  - Vision Insurance
  - Company Paid Life Insurance
  - Supplemental Life Insurance
  - Company Paid Short Term Disability Insurance
  - Company Paid Long Term Disability Insurance
  - 401(k) Retirement Savings Plan with Company Match
  - Vacation Time
  - Paid Sick/Personal Time Off
  - Holiday Pay

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) 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.

This position description has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee 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, and abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

## **About St. Andrews Country Club**

St. Andrews Country Club of Boca Raton, a resident-only Platinum Club of America and a Distinguished Emerald Club of the World and ranked in the Top Ten of America's Healthiest Club's is also internationally recognized for magnificent estate residences, recently completed \$17.5 million renovations as part of a three-phase Club Improvement Plan. The Club features superior amenities, two 18-hole championship golf courses, including an Arnold Palmer Signature Design®. The club offers a comprehensive Golf Performance Center with indoor hitting bay and private practice area. Aaron Krickstein, formerly ranked #6 in the world, oversees a full tennis program, 15 clay tennis courts, including a European red clay court. The Club also features a full service spa and fitness center and a 125,000 square foot completely remodeled Clubhouse with four unique restaurants. A brand new Recreation & Aquatic Center features three pools, poolside dining, Splash Club and state-of-the-art

playground equipment and air-conditioned game room. St. Andrews has played host to numerous PGA golf exhibitions led by touring pros and is the home course to LPGA Touring Professional and resident Morgan Pressel. For more information, please visit [www.standrewscc.com](http://www.standrewscc.com) or follow us on Facebook, Twitter, LinkedIn and Instagram.

### **Drug-Free Workplace**