



Food & Beverage Manager Job Description

THE TWINEAGLES CLUB, INC.

DEPARTMENT: Food & Beverage

REPORTS TO: Clubhouse Manager

FLSA: Salary/Exempt

WHO YOU ARE:

As Food & Beverage Manager, you will serve and inspire others by delivering exceptional experiences at every opportunity. Your primary responsibility will be to do everything with **PASSION**, show us you love what you do! Besides being passionate, lead with **HUMILITY**. We leave our egos at the door. Display **EXCELLENCE**, while executing at a high level, by being visible, and acting as one of the primary points of contact for the members while delivering exceptional service and tending to their needs. Empower others to achieve extraordinary results by employing **TEAMWORK**, while living a common purpose and working towards a shared vision. Build and create relationships with your peers that permeate **INTEGRITY**, all while, enabling you to become instrumental in creating an unparalleled experience for the TwinEagles membership.

You will be successful if you enjoy communicating with others and building relationships. Leading the food and beverage operations have its challenges, but teamwork makes the dream work and that is what TwinEagles is all about. Do you like taking initiative and insist on being thorough? Most importantly, do you enjoy putting the members first while being flexible enough to switch gears at their request? If so, then keep reading, and we can't wait to meet you!

WHO WE ARE:

TwinEagles is a private club providing elevated lifestyle experiences to its members. The formula is simple; work with purpose, share in the vision, and strive for excellence. If your interest is still peaked, continue reading. We are confident you will not be disappointed, will want to take part in our journey, and become our next **CEO, Chief Energy Officer!**

GENERAL SUMMARY:

The Food & Beverage Manager reports to the Clubhouse Manager and is responsible for the daily management of the Food & Beverage operations. All duties of the position shall be performed with a servant-leader approach and a commitment to the highest level of service, satisfaction and engagement of all members, guests and team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures the Club's mission, vision and guiding principles serve as the foundation for all discussions, actions, policies and protocols.
- Employs a "coaching & teaching" approach to team member development and directs corrective action procedures as necessary.
- Assists in the development and the implementation of the annual budgets for the Food & Beverage department.

- Ensures full compliance for the entire department on all HR policies and procedures including wage and hour, Federal, State, and local laws pertaining to alcoholic beverages.
- Ensures all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Responsible for the recruitment, training and development of employees.
- Assists in the development and implementation of policies and procedures for Food & Beverage department.
- Ensures employee performance is reviewed on an ongoing basis, and employee performance evaluations are conducted in a timely fashion across all areas of responsibility.
- Works with the Executive Chef, Clubhouse Manager, and Director of Activities & Banquets to lead the Food & Beverage team and others to ensure exceptional service is delivered throughout all areas of club operations.
- Greets members and guests and maintains a highly visible and approachable presence throughout the operation.
- Manages physical inventory and provides updated information to the accounting department.
- Assist in the auditing and approval of bi-weekly payroll processing.
- Coordinates with all departments on Food & Beverage programs, including communications and marketing of dining schedules, events and activities.
- Plans and approves external and internal marketing and sales promotion activities for the Food & Beverage operation.
- Responds to Member/guest complaints and promptly addresses their concerns.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- A degree from an accredited college or university.
- Minimum 3 years management experience in a private club with prior leadership roles in food & beverage, and or banquets
- Florida Food Managers Certificate, preferred

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Ensures safety measures are in place and the company safety program is followed
- Maintains effective employee and member relations
- Excellent verbal communication
- Self-starter, friendly, and outgoing
- Proven leadership skills and the ability to motivate and inspire a team to provide the best in class customer service
- Proficient computer skills including Word, Excel, and POS systems (preferably Jonas, and ClubEssential)

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position.

- Will work indoors as well as outdoors and may be exposed to wet and or hot conditions
- Be able to communicate and understand the predominant language(s) of our members
- Have the ability to operate a point-of-sale system
- Be able to work in a standing position for long periods of time (up to 12 hours)
- Moderate noise environment
- Move or lift objects up to 50 pounds
- Communication, to include: reading, hearing, and talking with employees and members
- Must have a valid driver's license

The TwinEagles Club Inc. is an Equal Opportunity Employer and offers opportunities to all candidates including those with disabilities. All qualified candidates/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex, pregnancy, sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. If you need a reasonable accommodation to assist with your application and or to perform the essential duties and responsibilities please reach out to ktorgersen@thetwineaglesclub.com.

The TwinEagles Club Inc. is a drug/tobacco-free workplace. Pre-employment drug testing is required.

The TwinEagles Club Inc. participates in the US E-Verify program; candidate & employee must be legally authorized to work in the United States of America.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They do not constitute an employment agreement between the employer and employee; other duties may be assigned as the needs of the employer and requirements of the job change for the company's overall benefit.

**To apply, please email your cover letter and resume to Kyla Torgersen at
KTorgersen@thetwineaglesclub.com**