



## **Job Title**

Food and Beverage Manager

Wildcat Run Golf & Country Club is an esteemed private Club who strives to recruit and employ successful people to join our team. At Wildcat Run Golf & Country Club, you will find conscientious, dedicated, and enthusiastic employees who enjoy providing prestigious service to our members and guests.

### **Primary Responsibilities** (Including but not limited to)

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Directly supervise all Food & Beverage front of house staff including menu familiarization meetings, assignment of side work, table assignments, and all dining operations.
- Attend to the needs of the members, solicitation of their comments regarding food & beverage service, and taking the appropriate steps to ensure immediate and follow-up action.
- Plan and coordinate training and professional development programs for the food & beverage service and member experience.
- Ensure all food & beverage staff are well groomed according to policy and in their proper uniform.
- Balance daily sales and gratuities for payouts. Ensure accuracy in accounting of all receipts.
- Ensure that all Food & Beverage employees adhere to the standards and procedures as outlined in the Food and Beverage Training Manuals.

- Creative, energetic, engaging and a highly visible manager to the staff, management, membership, and guests.
- Ability to use empathy to understand members, guests, and coworkers' feelings or mood and responding in the appropriate tone and manner.
- Greet and converse with guest and members, making them feel comfortable and welcome.
- actively participate in the hiring process to acquire the best staff possible for each outlet
- Comply with all applicable laws and regulations as it pertains to liquor licensing and responsible service of alcohol.
- Ensure service levels are achieved by being visible and available.
- Guide and direct staff to conform to all uniform and operating procedures.
- Complete staff schedules in a timely manner.
- Ensure all menus, specials, and pricing are current.
- Attend weekly Food & Beverage meetings.
- Support Bartenders, Servers, and Assistant Servers when volume is high.
- Ensures computer systems are functioning properly, pricing is correct, and specials are entered correctly.
- Promote and support excellent employee, member, and guest relations.

### **Qualifications and Characteristics Required**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job with or without reasonable accommodations.

- Any combination of education or experience equivalent to the graduation of high school or any other combination of education, training or experience that provides the required knowledge, skills and abilities to perform to the position standards.
- Minimum of 3 years previous Food & Beverage Management experience in Food and Beverage operations, preferably country clubs.
- Ability to communicate with all levels. Provide guest service.
- Attention to detail and cleanliness standards.
- Good customer/member service skills.
- Ability to handle multiple requests and organize time.
- Ability to make proper charges to guest/member billing.

## **Requirements**

- Must be able to lift/push/pull up to 50 lbs.
- Must be able to endure long periods of standing, sitting, and walking.

## **Salary Range**

- Compensation and continuing education commensurate to qualifications and experience.
- **Other Benefits**
  - Health
  - Dental
  - 401(k) and Match
  - Life, AD&D and Long-Term Disability
  - Golf and Fitness Center privileges
  - Employee Meals

## **Please send resumes to:**

Paul Chandler

Director of Food and Beverage

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