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## **Assistant Food & Beverage Director**

**Job Summary:** Provide satisfaction and exceed member expectations by delivering the highest standards of quality in all aspects of the Food & Beverage department. Assist in planning and implementing annual budgets, hires and trains all staff, supervises all Food & Beverage Management and front of the house staff. Provide exceptional leadership with a positive attitude to assist in a smooth and efficient running of the F&B operations. Possess an ability to be flexible, to multi-task and to manage the daily activities with always keeping member satisfaction to the fullest. Performs all work in accordance with club essential functions and responsibilities as described below and in the spirit of the Club's mission and vision.

### **Essential Duties and Responsibilities include the following, but are not limited to:**

1. Hands on manager that oversees the F&B service daily and interacts with the members and guests.
2. Will be responsible for the continued development of building and sustaining a culture of excellence amongst the staff.
3. Assist with recruiting and hiring of new and returning staff. Conducts training programs for food and beverage staff on various topics, including service techniques, knowledge of menu items and ingredients, outstanding customer service, sanitation, liquor and wine knowledge. Regularly test staff to evaluate their understanding of these expectations.
4. Create weekly schedules for F&B service staff that correlate with the clubs calendar. While maintaining proper staffing guidelines to ensure the success of the club's goals and the members expectations. Monitor and evaluate the schedule for both labor hours and costs.
5. Conduct weekly BEO and operational meetings with the entire front and back of the house management team.
6. Assists with the preparation of the departmental annual budget and follows budget guidelines throughout the year. Exercising proper cost controls to ensure a successful financial year-end for F&B.
7. Enters menus into the POS System, runs weekly and monthly sales reports
8. Consult daily with Food & Beverage Director, Executive Chef and other club administrators to assure the highest level of member satisfaction and address anticipated needs
9. Directly supervise all F&B staff including pre-meal and menu familiarization meetings, assignment of side work, table and station assignments. Always ensuring the staff is professional in appearance and performs within the employee manual, as well as adhering to safety regulations.

10. Submits monthly financial report on the Food and Beverage department to the Food & Beverage Director.

11. Organize with Committee Chair person and attend monthly House Committee Meetings

**Supervisory Responsibilities: This job has supervisory responsibilities that include:**

Dining Room Managers (Full-time & Seasonal); Catering Manager (Full-time) Servers (Full and part-time staff); Bussers (Full and part-time staff); Food runners (Full and part-time staff); Bartenders (Full and part-time staff); Valet (Full and part-time staff); Hostess (Full and part-time staff)

**Certificates/Licenses:**

Valid Driver's License

Safe Serve training

**Desired Skills & Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Minimum 3 years F&B management experience, preferably in a private country club setting
- Excellent written, verbal and interpersonal skills
- Strong Organizational skills
- A keen eye for details and a hands on management style is required
- Must have strong Microsoft Office skills and Jonas POS system knowledge is a plus

**Additional Information**

Full-Time, Year Round, 401(k) and Health Benefits. Compensation is commensurate with qualifications and experience. Paid vacation and personal time after 1 year of employment and CMAA dues and education

Submit your resume to [c.chiarello@hrycc.org](mailto:c.chiarello@hrycc.org)