



Is in search of a Food & Beverage Manager

Olde Hickory is a bundled private golfing community where all homeowners can enjoy a variety of activities that include golf, tennis, pickleball, fitness and social gatherings. If you want to play golf almost every day, you will find available tee times, even in season, because there are only 561 residences in the community.

Members can enjoy elegant and casual dining experiences in a beautiful, recently expanded, and updated Clubhouse with an outside Terrace for enjoying a casual lunch and beverages after golf or an evening out with friends.

Olde Hickory is conveniently located only minutes from Southwest Florida International Airport, with easy access to Gulf beaches, fishing, regional hospitals, shopping, and entertainment.

<https://www.oldehickory.cc/the-club>

Summary of Position:

Responsible for all food and beverage production and service for the club. Directly supervise the Executive Chef, Assistant Food & Beverage Manager, and Bar Manager. Plan and implement budgets, hire, train, supervise subordinates, and apply relevant marketing principles to ensure that club members' and guests' wants and needs are consistently exceeded.

Duties & Responsibilities:

- Develop an operating budget.
- Inspects to consistently meet all safety, sanitation, energy management, preventative maintenance, and other standards.
- Manages the long-range staffing needs of the department.
- Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state, and/ or local laws pertaining to alcoholic beverages.
- Maintains food and beverage personnel records.
- Develop and implement policies and procedures for food and beverage departments.
- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality, and price for all purchases.
- Consult with the Executive Chef, Assistant Food & Beverage Manager, and other applicable club administrators daily to help ensure the highest level of member satisfaction at minimum cost.
- Greets guests and oversees actual service on a routine, random basis.
- Develop ongoing professional development and training programs for food, service, and bar production/ service personnel.
- Ensures correct handling procedures to minimize china and glassware breakage and food waste.
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions.
- Assists in planning and implementing special club events and banquet functions procedures.
- Monitors employee dress codes according to policies and procedures.
- Approve all product invoices before submitting them to the accounting department.

- Manages physical inventory verification and provides updated information to the accounting department.
- Responsible for proper accounting and reconciliation of the Point-of-Sale systems and member revenues.
- Maintains records of special events, house counts, food covers, and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Audits and approves weekly payroll.
- Conduct a performance review with each employee at least once per year.
- Provide regular employee feedback regarding their performance and provide coaching as needed.

Qualifications:

- At least two years of prior Food and Beverage Managerial experience in the Golf or Hotel industry.
- Food safety certification.
- Proficient in computer software, including Microsoft Excel and Word.
- Ability to resolve customer complaints promptly and satisfactorily for all parties involved.
- Knowledge of State and Federal work-related employment laws, including meal break and rest break requirements.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk, use hands and fingers to handle or feel, reach with hands and arms, and climb or balance. The employee is occasionally required to sit, stoop, kneel, and crouch. The employee must frequently lift and/or move up to 5 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. At times, it may be required to operate a motor vehicle.

Annual Food & Beverage Revenue: \$1.5 million

Salary:

Salary is open and commensurate with qualifications and experience.

Benefits:

The following benefit programs are available to eligible employees:

- Health Insurance with a generous employer contribution
- Vacation
- 401k and employer contribution
- Paid holidays
- Health/Life Insurance

To Apply: Interested professionals should submit a Resume and detailed Cover Letter describing their alignment with the qualifications outlined in this profile.

Resume and Cover Letter to:

James Mason, General Manager/COO

jmason@oldehickory.cc

Olde Hickory is a drug-free, equal-opportunity employer that values diversity in the workplace. All applicants must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.