



## Job Description

**Title:** Food & Beverage Manager

**Reports to:** Director, Food & Beverage

**FLSA Status:** Salary, Exempt

### CABOT

The Cabot Collection is a luxury developer of exceptional golf destinations. Its portfolio of world-class getaways includes the award-winning Cabot Cape Breton in Nova Scotia; Cabot Saint Lucia on the northern tip of Saint Lucia; Cabot Citrus Farms in Central West Florida; Cabot Highlands in Inverness, Scotland; Cabot Revelstoke in British Columbia; and Cabot Bordeaux in the southwest of France. Cabot continues to build upon a legacy of excellence in luxury resort and residential offerings across each unique property, where owners and guests have access to a well-rounded suite of destination-specific experiences and an unparalleled quality of service.

### CABOT CITRUS FARMS

Located in the central-west region of Florida, aptly known as the Nature Coast, Cabot Citrus Farms is set across 1,200 acres of pristine natural beauty. The landscape is marked by dramatic elevation changes, rolling hills, sandy soil, and a canopy of sand pines, palmetto trees, and century-old moss-covered oaks. The destination features 56 holes of golf, including two regulation-length courses, Karoo and Roost, a 9-hole course called The Squeeze, and an 11-hole par-3 course named The Wedge. In addition to golf, the property offers luxury accommodations, real estate opportunities, elevated dining, a full range of off-course adventures, and various outdoor trails, embodying a reimagined vision for Florida golf and active wellness.

### Position Overview

As the Food & Beverage Manager, you will be responsible for assisting the Senior Food and Beverage Manager in overseeing all food and beverage operations at Cabot Citrus Farms. You will focus on day-to-day management, ensuring that service standards are met, and operations run smoothly. The ideal candidate will support the senior management team by executing strategies and initiatives aimed at delivering an exceptional guest experience.

### Key Responsibilities

- Help manage the overall operation of all Food and Beverage outlets and all services associated with Food and Beverage sales.



- Assist with weekly inventories and ordering.
- Assist with all invoice entries.
- Assist with scheduling for staff.
- Consistently find ways to enhance service levels and ensure that standards are exceeded.
- Manage the selection of staff in liaison with Talent & Culture, and oversee the training and development of Food and Beverage staff.
- Work with department heads to foster engagement amongst staff and leaders within the department.
- Participate in the development of menus, promotions, cocktail creations, and wine lists.
- Develop and maintain close and effective working relationships with all supporting departments, particularly with the Executive Chefs and F&B Managers.
- Provide training, coaching, and feedback to support the ongoing development of leaders within the department.
- Ensure that the resort offers a clean and safe working environment with continual emphasis on promoting employee health and safety.
- Monitor & correct daily in/out punches for hourly employees and submit approved hours by the deadline for biweekly payroll.
- Represent the resort in local food and beverage events.
- Adhere to all policies, procedures, and service standards.

### **Qualifications**

- Bachelor's degree or diploma in Hospitality from a recognized University or College is an asset.
- Minimum of 3 years of experience in food and beverage management, preferably in a luxury resort or hotel setting.
- Strong culinary knowledge/interest an asset.
- Must be a creative and effective leader and a team player possessing a high degree of professionalism; sound human resources, communication, interpersonal, and administrative skills (including computer literacy); ambition; drive; energy; and determination.
- Proficiency with computer software systems, POS, Microsoft Office Suite.
- Ability to perform well in a fast-paced environment.



## Working Conditions

- Able to work long hours, be flexible, and work well under pressure.
- Ability to spend long hours moving around, walking, sitting, standing.
- Occasional ascending or descending stairs and ramps.
- Occasional kneeling, pushing, pulling, lifting.
- Exerting up to 50+ pounds of force occasionally, and/or up to 25 pounds of force frequently or constantly lift, carry, push, or otherwise move objects.

## Benefits

We offer a comprehensive benefits package, including:

- Health, Dental, and Vision Insurance
- 401(k)
- 10 Paid Vacation Days
- 5 Paid Sick Days
- 14 Company Holidays
- Maternity and Paternity Leave
- Complimentary Staff Lunch
- Early Earned Wage Access
- Golf Privileges
- Employee Discount Program
- And much more!

Our greatest asset, and the key to our success, is our team. We have developed an incredibly positive and exceedingly vibrant culture by attracting the most caring, engaging, and driven people in golf and hospitality. With a focus on the principles of the Golden Rule- treating others as we wish to be treated- the warmth, kindness and good nature of our team is ultimately what sets Cabot apart. Work hard and be nice to people- it's as simple as that!

If your values align with the Cabot vision, we welcome you to apply and join our amazing team that is building this one-of-a-kind property!

*Cabot Citrus Farms is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or any other legally protected status.*



*To apply directly on our website, please click this link:*

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=89eed28-a8a1-4137-b420-5dd537ef770e&cclid=19000101\\_000001&type=JS&lang=en\\_US&jobId=518516](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=89eed28-a8a1-4137-b420-5dd537ef770e&cclid=19000101_000001&type=JS&lang=en_US&jobId=518516)