



JOB POSTING

POSITION TITLE: Food and Beverage Manager
REPORTS TO: Clubhouse Manager
CLASSIFICATION: Full time, Exempt
PAY: From \$65,000 per year

Founded in 1947, Coral Ridge Yacht Club is a member-owned private Club located in Southeast Florida. With just under 500 active and engaged members, our club is almost complete with an exciting multi-year transformation and modernization to meet the growing needs of our member base and ensure we maintain our best-in-class status and reputation. The Club was recognized as one of the Top 30 Yacht Clubs in America in 2023-2024 by Platinum Clubs of America. We offer:

- Multiple dining options in our newly renovated 30,000 sq ft. Clubhouse
- Resort style swimming pool
- 56-slip marina
- Fitness center with classes
- Sailing
- Frequent special events for adults and families
- Reoccurring interest-based clubs like Wine Club, Auxiliary, Book Club, Dance, CRYC Fit Club, and much more
- And proudly presenting The Pointe, a brand-new addition to the Club
 - An 8,000-square-foot outdoor dining facility
 - Grab-n-go market
 - Pickleball court
 - Multipurpose court

Coral Ridge Yacht Club is a welcoming Club that boasts a vibrant and inclusive community, fostering a positive and supportive environment for both employees and members alike. The commitment to teamwork and camaraderie creates a sense of belonging that contributes to a fulfilling work experience. Additionally, the Club's commitment to excellence is reflected in its high standards of service, providing employees with the opportunity to develop valuable skills and enhance their professional growth. The picturesque waterfront setting creates a pleasant and inspiring workplace atmosphere.

Moreover, Coral Ridge Yacht Club places a strong emphasis on employee well-being, offering competitive benefits and fostering a healthy work-life balance. The dedication to creating an enriching work environment, combined with the unique charm of the location, makes Coral Ridge Yacht Club an outstanding choice for those seeking a rewarding and enjoyable work experience in the hospitality, leisure and yacht club industry.

The mission of the Coral Ridge Yacht Club is to provide our diverse membership a high-quality private Club experience, rich with opportunities to engage in social, dining, yachting, and recreational activities, distinguished by modern amenities, in a friendly, welcoming environment. The Club's Food and Beverage service is a large part of our revenue along with Club functions, private parties, weddings, and special events.

Position Summary

The **Food and Beverage Manager** will be responsible for ensuring a high quality of service which is expected in a Private Club. They will ensure the comfort and enjoyment of Members and their guests while at the Club. The Manager will build a culture of teamwork, enthusiasm, and superior service amongst the staff. Responsible for meeting the financial goals of the department. Responsible for the club's dining services and all food and beverage service throughout the club.

Essential Functions

- A. Establish SOP's, staffing, training, and operations.
- B. Monitor and take corrective action to ensure budgeted sales and cost goals are attained.
- C. Work with the Clubhouse Manager to develop budget for all food and beverage equipment and recommend facility renovation needs.
- D. Develop and apply relevant marketing ideas designed to increase Member activity.
- E. Assist with recruitment, training, supervision and counseling of food and beverage staff.
- F. Orient and train staff and help direct professional development activities.
- G. Monitor employee records to minimize overtime and keep labor costs within budget.
- H. Ensure standard operating procedures for revenue and cost controls are in place.
- I. Help plan activities for F&B department.
- J. Participate in weekly BEO meetings.
- K. Coach and motivate service teams.
- L. Plan designs for all outlets, special events and banquet events.
- M. Update menu items in POS including specials.
- N. Create floor plan daily for a la carte dinner service based on reservations.
- O. Monitor and update daily lineup sheets. This includes topics of discussion and nightly specials.
- P. Complete nightly closing reports.
- Q. Check staff's opening and closing side work.
- R. Inventory and order non-alcoholic beverages and beer.
- S. Review and approve daily specials menu.
- T. Ensure all legal requirements are consistently followed, including wage/ hour and federal, state, or local laws for food safety and the sale/consumption of alcoholic beverages.
- U. Consult daily with the Executive Chef, Clubhouse Manager, and other club administrators to help assure the highest level of Member satisfaction at minimum cost.
- V. Support with development wine lists and beverage programs.
- W. Ensure that the wants and needs of Club Members and guests are consistently exceeded.
- X. Address Member and guest complaints and advise the Clubhouse Manager about actions taken.
- Y. Monitor upkeep and cleanliness of all food and beverage equipment and facilities.
- Z. Monitor and maintain employee dress codes according to policies and procedures.
- AA. Serve as Manager-on-Duty on a scheduled basis.
- BB. Perform all other tasks and projects as assigned.

Qualifications

- A. Four-year college or university degree in Hospitality Management or Culinary Arts preferred, or substantial hospitality experience required.
- B. Credentials from the hospitality industry, recognizing ongoing involvement and commitment to lifelong personal and professional progression preferred.
- C. Three years' Private Club dining experience preferred.
- D. Current food safety certification preferred.
- E. Current alcoholic beverage certification preferred.
- F. Current CPR Certification preferred.
- G. Expertise in Point of Sales systems, including reporting capabilities and troubleshooting practices preferred.
- H. Demonstrated knowledge of food and beverage cost, inventory controls, and operating procedures required.
- I. Knowledge of basic Accounting required.
- J. Demonstrated experience with menu design preferred.
- K. Ability to create marketing and promotional content preferred.
- L. Demonstrated knowledge of wine, spirits, and bar operations required.

- M. Experience with point-of-sales systems required. Northstar POS experience preferred.
- N. Strong interpersonal and organizational skills required.
- O. Polished, professional appearance and presentation required.
- P. Ability to manage stress and time required.
- Q. Strong leadership with the ability to build a team, train, and maintain employee teams required.
- R. Demonstrated proficiency with Microsoft Office (Word, Excel, Power Point, etc.) and databased programs required.
- S. Excellent communication skills with ability to communicate with all department levels and all Members and guests required.
- T. Knowledge of and ability to perform required role in emergency situations required.
- U. Ability to work a varying schedule based on the Clubs' needs required. This schedule includes nights, weekends, and holidays.

BENEFITS

- 401(k)
- 401k Matching
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off

Interested professionals who meet or exceed the established criteria are encouraged to submit a resume and cover letter to the Clubhouse Manager at clubhousemanager@cryc.net.