

CANDIDATE PROFILE

Food & Beverage Manager
Seven Lakes Golf & Tennis Community
Fort Myers, FL

www.sevenlakesassoc.com



Organization

Seven Lakes Golf and Tennis Community was started in the early 1970s. The developers wanted the ideal locale for the perfect community and found it in the southern edge of Fort Myers. It was the perfect blend of convenience with nearby restaurants and shopping while being a safe and secure environment for the residents.

From the beginning, the concept of Seven Lakes was to offer a country club environment centered around an 18-hole golf course. This is reflected in the way the 1,096 housing units are built around the golf course, affording the residents a view of the golf course. However, the developers added other amenities such as tennis courts, a pavilion with a multitude of leisure activities, swimming pools and much more to ensure that Seven Lakes offered more than just golf. Once the community was completed, it was transferred over to the owners to manage and run through a Master Association. Over the years, Seven Lakes has thrived and won awards, such as the Florida Community of Excellence by adding new amenities and keeping the community well maintained.

Presently, Seven Lakes is financially stable and has completed a major renovation of their golf course and tennis courts, as well as upgraded the infrastructure by replacing the drainage system and resurfacing the roads. The owner-elected Board of Directors, who oversee the community and the Association, and staff work closely together to make sure that Seven Lakes is run efficiently and that they have a long-term strategic plan to ensure that Seven Lakes is competitive and an attractive proposition for their residents.

Position Summary

The Club is seeking an experienced and innovative Food & Beverage Manager to be responsible for managing the daily operations of our restaurant and banquet areas including the selection, development, training, and supervision of the Chef, Bar Supervisor and servers. The Food & Beverage Manager creates and implements systems to oversee the inventory and ordering of food

and supplies and manage the budget. The restaurant partners with other departments such as the Golf Department, Lifestyle Department and various clubs by catering their special events, dances and banquets. The successful operation of our restaurant will also add value to our residents' properties.

The Club expects the Food & Beverage Manager to be assertive, creative and well-organized. In addition to a competitive salary, the Food & Beverage Manager shall receive a comprehensive benefit program and be eligible to participate in an attractive incentive compensation program.

Responsibilities

Supervisory Responsibility

- Hires and supervises the Restaurant Chef, Restaurant Supervisor, bartenders and service staff.

Duties and Responsibility

- Implement industry best practices.
- Create weekly/monthly reports related to agreed-upon operational benchmarks.
- Assure the standard operating procedure (SOP) manual is up to date.
- Assure that the operation and facility is in compliance with local and state laws, rules and regulations including appropriate licenses and certifications.
- Ensure that proper safety and security procedures are in place to protect employees, guests and company assets.
- Plan and coordinate with all other departments regarding food service needs for special events.
- Work to create and implement a marketing plan for the restaurant that is designed to increase resident utilization of this amenity.
- Manage shifts which include daily decision making, scheduling, planning while upholding standards, product quality and cleanliness.
- Investigate and resolve complaints concerning food quality and service.
- Perform other duties and responsibilities as required or requested by the COO.

Financial

- Adhere to company standards and service levels to increase sales and minimize costs, including food, beverage, supply, utility and labor costs.
- Be responsible for ensuring that all financial (invoices, reporting) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with company policies and procedures.
- Manage requirements of approved budget.
- Make budget recommendations to the COO.

Personnel

- Create a positive work environment with perceived value by the employees.
- Implement all aspects of the company wage and salary system.
- Conduct orientation and oversee the training of new restaurant employees.

- Provide direction to employees regarding operational and procedural issues.
- Develop employee direct reports by providing ongoing feedback, establishing performance expectations and by conducting timely performance reviews.
- May promote and/or terminate staff as determined by company policy.
- Maintain an accurate and up-to-date plan of restaurant staffing needs. Prepare schedules and ensure that the restaurant is staffed for all shifts.
- Assure compliance with policy and procedures.

Food Safety and Planning

- Enforce sanitary practices for food handling, general cleanliness, and maintenance of kitchen and dining areas. Ensure compliance with operational standards, company policies, federal/state/local laws and ordinances.
- Ensuring consistent high quality of food preparation and resident service experience.
- Maintain professional restaurant image, including restaurant cleanliness, proper uniforms and appearance standards.
- Work with the Chef to estimate food and beverage costs. Work with Corporate office staff for efficient provisioning and purchasing of supplies. Supervise portion control and quantities of preparation to minimize waste.
- Work with the Chef to estimate food needs, place orders with distributors and schedule the delivery of fresh food and supplies.

Guest Service

- Ensure positive guest service experience in all areas. Design and implement services and events that will create an elevated level of perceived value by the residents. Respond to complaints, taking all appropriate actions to turn dissatisfied guests into return guests.

Education / Certification / Experience / Training / Expectations

- High School diploma or GED required.
- A college degree in Hospitality Services is preferred.
- Three years dining room management experience in private club required.
- Maintains high-level member/resident contact through service hours.
- Knowledge of food and beverage pairings.
- Knowledge of and ability to perform required role during emergency situations.
- Food safety and alcoholic beverage certifications required.
- Must possess a valid driver's license.
- Must be eligible to work in the United States.
- Must agree to background and credit check.
- Performs other duties and responsibilities as required or requested by the COO.

Competitive Compensation & Benefits

- \$100,000 which includes the base and bonus.
- 22 days PTO after 1 year and 27 days PTO after 5 years
- Insurance for Employee (Medical 90% paid by Seven Lakes) (Vision and Dental 100% paid by Seven Lakes)

- Insurance for Family (Medical 75% paid by Seven Lakes) (Vision and Dental 75% paid by Seven Lakes)
- 401K with 2% match

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter Addressed to Mr. Henry Amay, General Manager/Coo and resume by July 29, 2024.



Ned Welc
Principal

 ned@gsiexecutivesearch.com

 440-796-7922

GSI Executive Search has been serving the private club industry for thirty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 100 GM searches around the US in the last two years.