



Food and Beverage Manager

Wildcat Run Golf & Country Club is an esteemed private Club who strives to recruit and employ successful people to join our team. At Wildcat Run Golf & Country Club, you will find conscientious, dedicated, and enthusiastic employees who enjoy providing prestigious service to our members and guests.

RESPONSIBILITIES

- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Directly supervise all Food & Beverage front of house staff including menu familiarization meetings, assigns side work, table assignments, and all dining operations.
- Attend to the needs of the members, solicitation of their comments regarding food & beverage service, and taking the appropriate steps to ensure immediate and follow-up action.
- Plan and coordinate training and professional development programs for the food & beverage service and member experience.
- Ensure all food & beverage staff are well groomed according to policy and in their proper uniform.
- Balance daily sales and gratuities for payouts. Ensure accuracy in accounting of all receipts.
- Ensure that all Food & Beverage employees adhere to the standards and procedures as outlined in the Food and Beverage Training Manuals.
- Creative, energetic, engaging and a highly visible manager to the staff, management, membership, and guests.
- Ability to use empathy to understand members, guests, and coworkers' feelings or mood and responding in the appropriate tone and manner.
- Greet and converse with guest and members, making them feel comfortable and welcome.
- Actively participates in the hiring process to acquire the best staff possible for each outlet
- Comply with all applicable laws and regulations as it pertains to liquor licensing and responsible service of alcohol.
- Ensure service levels are achieved by being visible and available.
- Guide and direct staff to conform to all uniform and operating procedures.
- Complete staff schedules in a timely manner.
- Ensure all menus, specials, and pricing are current.
- Attend weekly Food & Beverage meetings.
- Support Bartenders, Servers, and Assistant Servers when volume is high.

- Ensures computer systems are functioning properly, pricing is correct, and specials are entered correctly.
- Promote and support excellent employee, member, and guest relations.
- All other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED required.
- Minimum of 2 years' experience in a food and beverage management preferably in a Private Country Club setting.
- Experience with Jonus Point of Sale Programs preferred.
- Must be computer proficient with knowledge of windows-based programs such as Word, Excel.
- Excellent listening, oral communication, and positive interpersonal skills are required.
- Ability to communicate effectively with food & beverage staff of diverse backgrounds, cultures, and education levels.
- Must be able to effectively hire, train, and discipline employees. Demonstrated ability to be a team leader, manage staff, and handle members/guests in a diplomatic, constructive and professional manner.
- Demonstrated results-oriented and capable of working in a minimal direction.
- Excellent organizational, time management, and follow-through skills.
- Must be a team player with the ability to work hands-on in a fast-paced environment.
- Must have strong knowledge of service and quality standards.
- Must have the ability to make proper charges to guest/member billing.
- Must be available to work mornings, nights, holidays, and weekends. (Hours and Days will fluctuate according to the time of year and activity level of the Club)

COMPENSATION AND BENEFITS

Wildcat Run offers a competitive salary commensurate with experience and excellent benefits including:

- Health
- Dental
- Vision
- 401(k) and Match
- Life, AD&D and short and long-term disability insurance
- Golf and fitness Center privileges
- Employee meals
- Professional dues and educational expenses

TO APPLY

Professionals who meet or exceed these qualifications are encouraged to send resume and cover letter to Paul Chandler, Director of Food and Beverage at Paul@wildcatruncc.com.