



Food and Beverage Manager

Job Description

Bear's Paw Country Club

Summary:

Dining Room Supervisor ensures that Members and guests have a pleasant and memorable dining experience. Monitors daily setup, maintenance, cleanliness and safety of Dining areas and Bar. Supervises and trains the Dining Room Team to Bear's Paw standards of excellence. Required to act as Manager on Duty in the absence of the Food & Beverage Director. Must be able to complete opening and closing duties in a timely fashion. Coordinate food service and beverage service between the kitchen, bar and dining team. Places orders and inventories all liquor. Enforces Club Rules and policies. Reports directly to F&B Director and General Manager.

Essential Duties and Responsibilities:

- Anticipate Members' needs and ensure that service meets or exceeds expectations for a memorable and pleasant dining experience.
- Maintain communication with the Chef, Clubhouse Manager and General Manager.
- Maintain the dining room cleanliness, setups, chairs, tables, floors and safety.
- Help Clubhouse Manager with reservations and floor plans.
- Greet and Seat Members.
- Enforce Club Rules and policies.
- Supervise and Train all dining staff maintain uniform standards.
- Ensure side work is completed and supplies are stocked.
- Review daily specials and function sheets with Team.
- Train new hires in service standards, menus and POS system.
- Assist with set up and breakdown.
- Coordinate food and beverage service between kitchen, bar and team.
- Assist in schedule making.

Job Requirements:

Minimum of 2 years serving, or supervisor experience required in fine dining or upscale restaurant. Country Club experience helpful.

Professional, articulate, friendly, punctual.

Possesses and exhibits the drive to provide exceptional Member service.

Full time flexible hours (days, nights, weekends, Holidays)

Must be able to stand/walk for 8 hours, bend, push, pull, lift 30 pounds.

Computer knowledge in POS system, Word & Publisher.

Professional appearance.

Able to work quickly and multi-task while maintaining attention to detail
Have good communication, teaching and supervisor skills

Attitude:

Must have an excellent service attitude and go out of the way to accommodate Members and guests.
Must make decisions based on what is best for the Club, not the staff
Must be able to meet the changing needs of the Club and its Members.
Must maintain a level of professionalism and communicate effectively.
Must be fair, considerate and patient with fellow employees and willing to help.
Must be able to command the respect of the employees.
Must be able to handle pressure and work calmly during busy times.
Must handle Member complaints according to Club policies.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education or Experience:

Must have at least 2 years food and beverage experience, excellent communication skills. Must be a team player and be customer service oriented.

Certification:

Responsible Vendor

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The position requires work performed indoor and outdoor environments including sitting or standing for long periods of time, reading, writing, verbal communication and operating office equipment.
Exposure to variable and adverse weather conditions. Active physical work involving carrying, pushing, pulling, stooping, kneeling, crouching, bending, reaching and walking.
The associate must regularly lift and or move between 15-30 pounds.