Job Description:  **Food & Beverage Manager**

The Food & Beverage Manager is ultimately responsible for all food & beverage operations on a daily basis; essentially being the “face of these operations with a hands-on approach and an understanding that full on-the-floor” member and staff engagement is critical. The F&B Manager consistently provides superb dining and other food and beverage experiences for the Club’s membership and their guests. This senior level position works closely with and reports to the General Manager.

**Key Responsibilities:**

The Food & Beverage Manager will:

- Be the primary coordinator of food and beverage budgeting, hiring, training, orientations and creating team environment and supervision of associates.
- Oversee the operation of the following facilities and functions: Clubhouse and its terrace venues, Sunset Grill, banquet areas, pool area and all outdoor functions.
- Have a strong and highly visible and respectful presence with the membership, be an exceptional communicator, have the maturity to instinctively know how to treat members and guest with a high-level of service. Further, he or she must be able to communicate these expectations to the staff with and positively motivate them to understand and execute to those expectations.
- Report to the GM and lead a team comprised of the F&B Team and Culinary Team.
- Develop interesting and innovative ways of promoting Rolling Hills Country Club events and activities; Use relevant marketing techniques to drive member usage of food and beverage operations, assuring member and guest needs and desires are consistently met and often exceeded.
- Work with management staff to plan the Club Events calendar and promotional events.
- Overseer, with catering manager, all banquet and social functions, including member and member sponsored events.
- Be responsive to members’ requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable member requests; believe in the service philosophy; “the answer is yes, now what is the question?”
- Work with appropriate Club committees and recommend strategies that will achieve the goal of consistently providing outstanding dining for members and their guests.
- Researches new products and develops an analysis of the cost and profit benefits.
- Review new techniques for food preparation and presentation in a manner and variety that maximizes member and guest satisfaction and minimizes food costs.
- Have a strong sense of urgency and responsiveness, while also maintaining quality and integrity of the plan.
• Recommend, monitor and manage policies, operating procedures and staffing for all food and beverage operations.
• Ensure compliance with all health and safety, liquor consumption, and other food and beverage regulations; keep current on all matters pertaining to the food and beverage industry
• Have responsibility over all beverage inventories and purchases
• Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
• Monitors employee dress codes according to policies and procedures.
• Maintains records of special events, house counts, food covers and daily business volumes.
• Ensure that an accurate reservation system is in place.
• Complete periodic china, glass and silverware inventories.
• Approves design of all food and beverage and banquet menus.
• Establishes and maintains professional business relations with vendors.
• Recommends to the general manager operating hours for all food and beverage outlets.
• Serves as manager on duty on a scheduled basis
• Helps develop wine lists and bottle or glass wine sales promotion programs.
• Is committed to improving all aspects of the operation on a daily basis.

Please email resumes to: dan@rolling-hills.net

Resume deadline: Friday, May 15, 2015

Position Open Immediately

Salary commensurate with experience