



Assistant F&B Manager

Okatie, SC

Apply

Description

BERKELEY HALL CLUB, INC.

POSITION: Assistant Food & Beverage Manager

REPORTS TO: Assistant General Manager/Food & Beverage Manager

EXEMPT/NON-EXEMPT: Non- Exempt

SUPERVISES EMPLOYEES: Yes

Club Description:

Berkeley Hall Club, a distinctive private golf community edged on the banks of the pristine Okatie River in Bluffton, South Carolina – the heart of the coastal Lowcountry – a world with a casually inviting and active lifestyle that sets the standard for all private communities. Just minutes from Hilton Head Island, our 980-acre property is unique among top private golf communities. With two world-class Tom Fazio courses and a stunning Jeffersonian-style clubhouse that form the “Core of the Community,” our two walkable classic courses feel more like a golf retreat, with beautiful lagoons and majestic live oaks.

BHC Honors:

Platinum Clubs of America

Platinum Clubs of the World

Distinguished Club Award

Best Residential Courses-North & South Course - Golfweek

Top 100 Golf Communities - Travel + Leisure

Top 100 Premiere Properties - Links Magazine

Club is open 6 days per week, 12 months per year

PURPOSE:

Serves and assists in ensuring all Food & Beverage (F&B) Standards of Operation are being properly executed. Provides coaching and supervision of F&B Service staff to ensure that the Club's standards of service are consistently being achieved and enjoyed by our Members and Guests.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for accountability of member and guest experience and maintaining a culture of hospitality and teamwork
- Serves as Manager on Duty for assigned shifts and areas
- Collaborates with the F&B Manager on steps of service, training of the staff, food and wine pairings, and menu design development
- Assures that all safety, accident and emergency policies and procedures are adhered to
- Ensures all Clubhouse areas are presentable and Member ready at all times
- Assists in staff scheduling and accountability amongst the team
- Assists F&B Manager and Events & Catering Manager to ensure labor costs within budget figures
- Assists in monthly inventories and ordering
- Able to cover bartender shifts, serve tables and food run if necessary
- Serve as closing Manager while completing all End of Day paperwork
- Ability to perform additional tasks/assignments given by AGM and F&B Manager

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Three to five years' experience in Front of House F&B operations
- Capable of working extended hours, to include nights, weekends and holidays
- Position involves kneeling, stooping, bending, pushing, lifting, carrying and moving objects that can weigh up to 50 lbs
- Possess a valid state driver's license
- Excellent organizational and interpersonal skills, strong working knowledge of computer software such as Microsoft Office, Microsoft Excel, Adobe Acrobat, etc
- Demonstrated ability to communicate effectively, including proficiency in clear, concise, and compelling written and verbal communication skills, as well as listening and proof reading
- Experience with Club Essentials POS system preferred

SALARY/BENEFITS:

Salary is open and commensurate with qualifications and experience.

The club offers an excellent employee benefits package including:

- Employer-sponsored medical, dental, vision & life insurance
- 401K match plan
- Retention Bonus for every year worked starting at \$500 (increases by \$100 each year)
- Paid time off
- Paid holidays
- Free meal while working
- Golf privileges (on select days) and Pro Shop discounts

Join Our Esteemed Team at Berkeley Hall Club!

At Berkeley Hall Club, we pride ourselves on providing exceptional service in a refined atmosphere. If you have a passion for hospitality and an appreciation for the finer things in life, we invite you to apply to become a part of our distinguished team.

Why Join Us?

- **Exclusive Environment:** Work in a premier setting that values tradition and excellence.
- **Passion for Golf:** Immerse yourself in a community that shares your enthusiasm for the game.
- **Career Growth:** Opportunities for professional development and advancement within the club.

If you're ready to bring your skills and passion to Berkeley Hall Club, we'd love to hear from you! Apply today and help us continue to create memorable experiences for our members and guests.