



THE CLIFFS

FOOD & BEVERAGE MANAGER

JOB TITLE:	Food & Beverage Manager
WORK AREA:	Clubhouse
DEPARTMENT:	Food & Beverage
REPORTS TO:	Food & Beverage Director
JOB CLASSIFICATION:	Salaried, Exempt
UPDATED:	January 2021

JOB SUMMARY: Assist in organization, coordination, and implementation of the Food & Beverage Department.

JOB DUTIES:

- Ensure compliance with prescribed standards in the areas of guest satisfaction, food cost, labor costs, safety, sanitation and product preparation.
- Welcomes new club members; meets and greets all club members as practical during their visits.
- Operate and maintain dining areas staffed with knowledgeable, competent personnel.
- Strive for Continuous Improvement in knowledge, quality, consistency, service, products, work environment, financial metrics, safety and member satisfaction.
- Works together with supervisors in other areas of responsibility to ensure prompt and high level of service execution in all areas.
- Successfully manage day-to-day operations, assist with special events, member activities, menu rollouts, etc. for the food & beverage department.
- Coordinate the overall operations of activities, staff, and interact with members, guests and vendors
- Assist in ensuring that all team members are team focused and living the Cliffs Mission.
- Responsible for all scheduling and coordinating for training and developing service staff, concierge, housekeeping and banquet services.
- Perform detailed clerical and financial duties such as Club payroll operations, handling of money/charges, and managing inventory.
- Develop and build relationships with kitchen management staff to attain consistent sanitation and quality standards.
- Assist the supervisor in managing the daily operations of the food and beverage areas and takes corrective action when needed.
- Perform detailed clerical and financial duties to include directing payroll operations for the staff as well as handling money, charges, etc.

- Assist in ordering and receiving product and inventory management (cost and portion control).
- Provide associate hiring, training, scheduling and development (Managers and service staff).
- Assist in other clubs when necessary and other company-wide functions.
- Continuously evaluate personnel performance and encourage improvement.
- TIPS Certified
- Other duties as assigned

BACKGROUND/EXPERIENCE:

- Participative management style.
- Use hands-on approach to management.
- Possess the ability to manage change effectively.
- Provide leadership to staff achieving goals and objectives.
- Effectively communicate the goals and objectives while inspiring employees to achieve those goals.
- Clear, concise written and verbal communication skills.
- Demonstrate teambuilding experience.
- Track record promoting an atmosphere of teamwork.
- Demonstrate ability to lead by example.
- Strong technical and organizational skills.
- Excellent time management.
- Strong customer service orientation and skills.
- Exceptional detail to follow-up.
- Excellent budgetary, projections and cost control skills.
- Experience with inventory and cost management.
- 4-6 years of F&B Management experience; fine dining/country club preferred
- Directly related degree preferred.

PHYSICAL REQUIREMENTS:

- Ability to continuously stand for up to a 10 hour shift.
- Ability to bend, twist, stoop, push, pull, climb stairs, reach overhead, and lift up to 50 pounds.
- Ability to work under strenuous and heated conditions.

Employee Signature

Date

Employee Printed Name