



**The Rose Golf Club, INC.**

**Adam Kushner**

**General Manager**

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**Interested applicants may send their resume to Adam Kushner [adam@therosegc.com](mailto:adam@therosegc.com)**

## Downtown Club Manager

### Job Details

#### **Job Type**

Full-time

Athens, GA – Food & Beverage Service

### Description

**POSITION:** Downtown Club/Bar Manager

**DEPARTMENT:** Food & Beverage

**REPORTS TO:** General Manager

**EXEMPT/NON-EXEMPT:** Exempt

**SUPERVISES EMPLOYEES:** Yes

#### **Club Description:**

The Rose Golf Club is a new multi-faceted club that aims to create a community of strong relationships based around world-class golf and food and beverage. The Golf Club is located just a few miles outside of Athens, GA in Madison County, and the Downtown Club is located in the heart of Athens just a few blocks from Sanford Stadium.

#### **SUMMARY:**

The Rose Golf Club is seeking an experienced and professional Food & Beverage Manager to open the Downtown Club and create a culture of excellence by building a professional and committed team, and creating a highly elevated member experience. The Downtown Club Manager will be responsible for managing the food and beverage operations and services for the Downtown Club. The Food and Beverage Manager will drive exceptional service to Club Members & Guests, while optimizing financial results.

#### **ESSENTIAL FUNCTIONS:**

1. Creating a beer, wine and spirits experience that displays a high level of creativity and presentation to match the amenities and experience that The Rose Members expect.
2. Aiding in the hiring, training, supervising, scheduling, evaluating, and directing of all restaurant Associates
3. Meet all inventory, COGS and sales goals.
4. Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented.
5. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
6. Assure that all standard operating procedures for sales and cost control are in place and consistently utilized.
7. Helps plan and approve external and internal marketing and sales promotion activities for the food & beverage operation.
8. Helps plan and approve the organizational chart, staffing and scheduling procedures and job descriptions/specifications for all department staff.
9. Manages the long-range staffing needs of the department.
10. Coordinates with Executive Chef on menu planning for the Downtown Club and special events along with the Catering & Special Events Manager.
11. Establishes quantity and quality output standards for personnel in all positions within the department.
12. Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
13. Researches new products and develops an analysis of the cost/profit benefits.
14. Maintains documentation of Food and Beverage personnel records.
15. Implements policies and procedures for Food and Beverage departments.
16. Monitors the ordering and receiving program for products and supplies to ensure proper quantity and price on all purchases.
17. Reviews new techniques for food & beverage preparation and presentation in a manner and variety to maximize and guest satisfaction and to minimize cost.
18. Consults with the Executive Chef and Catering Manager daily to help assure the highest level of guest satisfaction.
19. Greets guests and oversees actual service on a routine basis.
20. Helps develop wine lists and bottle/glass wine sales promotion programs.
21. Personally, handles Member & Guest complaints and take corrective actions.
22. Develops interesting ways of promoting Club functions in the dining room and lounges.
23. Maintains responsibility for sales, expenses, and profit goals as outlined in the Food and Beverage Department's operating plans/budgets.
24. Assists in planning and implementing of procedures for special Club events and banquet functions.
25. Monthly Inventories and cost controls.
26. Provide detailed information on any variances on monthly financials to accounting.

**QUALIFICATIONS:**

1. Four-year degree in Hospitality Management or related field or an equivalent number of years of experience in a similar position within the industry, preferred.
2. Previous experience with Point of Sale systems and inventory management.
3. Proficient knowledge of Microsoft Office.
4. Excellent management, communication, & leadership skills.
5. Recognized ability to effectively build and promote a team environment.
6. Must be energetic, engaging, and hands-on with members and guests.
7. Ability to make level-headed decisions and communicate efficiently in a fast-paced environment.

**PHYSICAL REQUIREMENTS:**

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
4. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 50 lbs. This can occur throughout the day.
5. Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
6. Must be able to transport oneself throughout the property. Must have a valid state driver's license.

**ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work on more than one assignment at a time with frequent interruptions, changes, and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
3. This position will alternate between working indoors in a controlled climate and with proper lighting to an outdoors setting with variable climate and lighting.
4. Must be able to adapt to the climate with marked changes in temperature from the heat in the kitchen area to the cold of refrigerated areas.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

**JOB TYPE:** Full-Time

**SALARY/BENEFITS:**

Salary is open and commensurate with qualifications and experience.

The club offers an excellent employee benefit package including:

- Employer sponsored medical, dental, vision & life insurance
- 401K match plan
- Paid time off
- Paid holidays
- Golf privileges (on select days) and Pro Shop discounts