



For over 90 years, the Balboa Yacht Club has served to encourage yacht racing and cruising, promoted the science of seamanship and navigation, and provided a beautiful clubhouse and marina for the educational, recreational, and social use of its members, families, and guests.

## F&B Manager

### Job Summary

Responsible for all food and beverage production and service for the club. Directly supervises the Catering Department, all Beverage, Dining Room Manager and all other food outlets such as On the Water Dining, Snack Bar and Patio areas. Hires, trains and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

### Job Tasks (Duties)

1. Onboards all new staff in FOH with orientation, training and coaching.
2. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
3. Assures that all standard operating procedures for sales and cost control are in place and consistently utilized.
4. Helps plan internal marketing and sales promotion activities for the food operation.
5. Manages the long-range staffing needs of the department.
6. Collaborates with the Executive Chef on all menus for the clubhouse and events.
7. Ensures that all legal requirements are met regarding ABC liquor licensing.
8. Maintains all documentation of food and beverage departments.
9. Implements policies and procedures for food and beverage departments.
10. Monitors the ordering and receiving.
11. Consults with the Executive Chef, Catering Coordinator and Purchasing Agent daily to help assure the highest level of guest satisfaction at minimum cost
12. Greets guests and oversees serves all meal periods.
13. Helps develop wine lists and bottle/glass wine sales promotion programs
14. Personally, handles member and guest complaints and advises the General Manager about appropriate corrective actions taken.
15. Develops interesting ways of promoting club functions in the dining room.
16. Reports to General Manager, Supervises Catering Coordinator; Beverage Supervisor; Dining Room Manager

Candidates send resumes to: Lori Baumann, [lori@balboayachtclub.com](mailto:lori@balboayachtclub.com). (No phone calls please)