



BERKELEY  
COUNTRY CLUB  
EST. 1920

**Position Title:** Food & Beverage Service Manager

**Reports To:** General Manager

**Location:** Berkeley Country Club

**Position Summary:** Responsibilities include but are not limited to; managing service functions throughout the club for member daily dining, private parties, weddings, banquets and meetings. Directing staff in ensuring the member and guest's expectations are met and exceeded. Sets and trains service standards for all servers. Maintains the highest standards of food and beverage service, and is creative in room set-ups and presentations.

**Essential Functions:** Responsible for the timely execution and service for all daily member dining and banquet functions. Scheduling staffing requirements for each event, and ensuring that no un-authorized labor costs are incurred. Responsible for inspecting and performing quality checks for every event prior to the scheduled start time of the event. Responsible for holding pre-function meetings with all banquet staff to communicate all planned details, and last minute changes as outlined on the Banquet Event Order (BEO). Responsible in assigning server stations and side work to banquet servers; assigns weekly side work. Serves as liaison between wait staff, banquet staff and culinary staff. Responsible for the timely communication to the culinary staff of event attendance, event timing, and event changes as they occur. Responsible for the supervision of the houseman to ensure all functions are set up in accordance to the BEO and banquet set up standards, and ready for use in a timely manner. Ensures that all banquet staff are in their prescribed, clean, and pressed uniform, well-groomed per the club's dress code. Responsible for performing a regular maintenance review of all function space(s) areas by performing walkthroughs, writing maintenance requests, and following up that all maintenance requests are completed. Regularly inspects all front and back of the house service areas and equipment to assure that sanitation, safety, energy management, preventative maintenance, and other standards are met. Responsible for the monthly inventory of beverages, linens and supplies to meet required needs. Enforces the service standards for daily members and all events, meetings and related operations including innovative and creative food and beverage/bar displays. Accepts member/guest complaints and works with General Manager, Chef and Events Sale Manger to provide a solution in a timely and professional manner. Handles employee concerns, promotes a positive work environment, and promotes a positive team atmosphere with all other management and staff.

**Experience:** Minimum three years' experience in Food and Beverage management required.

**Additional Skills:** Strong managerial, organization and communication skills along with a professional and friendly demeanor. Ability to perform medium to hard manual labor, must be mobile and able to perform kneeling and reaching motions.

Please send resumes to [sgoben@berkeleycountryclub.com](mailto:sgoben@berkeleycountryclub.com)