

Cameron Park Country
3201 Royal Drive
Cameron Park, CA 95682.

Job position: Food & Beverage Director
Availability: Immediate opening

Cameron Park Country Club is a private equity country club located in the foothills of El Dorado Hills California. The club consists of 5 dining areas, with upstairs dining offering spectator views of the golf course and surrounding hillsides. We offer a championship golf experience, fully stocked golf shop, casual dining and banquet facilities. Our facility, services and staff strive to provide first class service to its members in a warm and friendly environment. The F&B Director's primary purpose is to ensure that every action is directed at exceeding the Members' expectations while working within the guidelines set forth and always in the Club's best interest.

POSITION OVERVIEW

Responsibilities include but not limited to; managing service functions throughout the club for member daily dining, member special events, 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. This position reports directly to the General Manager.

JOB DUTIES AND TASKS

- Directs in planning, operation and running of all member dining, member tournament special events and banquets. This is a hands-on position and will require working closely with the staff to ensure member satisfaction.
- Implements policies and procedures for the F&B department including compliance of company standards relating to quality of products and services.
- Participates with the Executive Chef, General Manager, and internal Service Manager in the creation of banquet menus, daily club menus, and stays informed with market standards to remain competitive with area clubs and businesses.
- Responsible for interviewing, hiring, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates, addresses complaints and resolving problems.
- Creates a weekly schedule for employees and banquet staff that coordinates with each scheduled event.
- Develops and maintains an effective orientation and training program for new and existing staff.
- Assures all revenues are collected and properly posted.
- Creates a P&L following events and keeps records for future reference.

- Works with the General Manager to perform an annual budget as it relates to revenue with member banquets and outside events.
- Responsible for holding weekly meetings with Executive Chef and internal Service Manager to communicate the next 1-2 weeks functions as to event attendance, event timing, event menu, set up, and any other changes as open communication is critical.
- Creates internal communication of events, along with the creation of fliers and posters, to the membership through email blasts and website postings.
- Serves as ad-hoc member of appropriate club committee.

MINIMUM REQUIREMENTS

- 3-5 years' experience in Food and Beverage management role.
- Must be computer literate and have strong organizational, marketing and communication skills.
- Ability to multi-task.
- Ability to plan and prioritize workload.
- Team building skills.
- Strong interpersonal skills.
- Food and wine knowledge.
- Private club experience preferred.

COMPENSATION

- Competitive salary based on education and experience.
- Benefit package to include Health, Dental, and Vision coverage.
- Yearly bonus incentive.
- Educational budget.
- Daily meal allowance.

Candidates send resumes to: Mark Range, General Manager, mrange@cameronparkcc.com.
(No phone calls please)