



## THE LOS ANGELES COUNTRY CLUB THE CLUB'S HISTORY

In the fall of 1897, Southern California's newest sport, golf, arrived in Los Angeles in what was destined to be an important and influential manner. A group of dedicated and enthusiastic residents of Los Angeles organized a voluntary association, which would lay the groundwork for The Los Angeles Country Club.

In fact, several golf courses were developed on different locations by the group before property was secured and building was started at the Club's current location. After years of planning, the new Club located just outside of Beverly Hills, officially opened on May 30, 1911. Its stately Clubhouse, tennis courts and 36 holes of golf have served as the Club's home ever since.

In 2010, a redesign of the iconic North Course was unveiled after the completion of a project to restore George Thomas' great design. Gil Hanse was charged with balancing the unique architectural vision of the North Course with the functionality necessary to sustain its design details well into the future. The North Course now enjoys national recognition as one of the most beautiful and challenging courses in the country.

2015 saw the beginning of two additional renovation projects to prepare the Club for the upcoming years. In 2016, the 104 year old Clubhouse will reopen its doors after a yearlong Restoration project led by Johnson Fain Architectural Firm. The South Course will also be ready for golf play after an extensive renovation and redesign once again led by Gil Hanse. The Los Angeles Country Club recently hosted the 46th Walker Cup Match in September 2017 which showcased the Club's 36 hole golf courses and Clubhouse. The Los Angeles Country Club is presently underway preparing to be an exceptional host for the United States Open in June of 2023.

Members of The Los Angeles Country Club enjoy outstanding golf and tennis programs along with a robust social calendar of events. The Club is regarded as an oasis in the middle of Los Angeles with members who appreciate the history and traditions of their Club.

### INSTRUCTIONS ON HOW TO APPLY

You may apply online to all open positions at The Los Angeles Country Club's website, *Career Opportunities* ([The LACC Career Opportunities](#)). Please apply for the Food & Beverage position. We strongly encourage you to take your time completing the online application. Be sure to have all the information you need close at hand, including your resume. Review your responses and check for accuracy. If you have a question about the application process, call our Director of Human Resources during normal business hours at 310-860-3253, or email at [carender@thelacc.org](mailto:carender@thelacc.org).

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## FOOD & BEVERAGE SUPERVISOR JOB DESCRIPTION

### POSITION SUMMARY

As a member of the Clubhouse Team, the Food and Beverage Supervisor manages food and beverage service for members and guests in the dining room. The supervisor is responsible for the supervision of the dining room staff. Maintains order and cleanliness and ensures that member satisfaction standards are consistently attained.

### REPORTS TO

Food & Beverage Manager

### POSITION RESPONSIBILITIES

- Greets members and guests
- Suggests and describes available appetizers, entrees, desserts, alcoholic beverages and wines to members and guests
- Coordinates food service between kitchen and service staff
- Inspects all linens daily for proper appearance
- Maintains all silver and copper service ware items
- Resolves member and guest complaints
- Assures that all safety, accident and emergency policies and procedures are in place and consistently followed
- Assures that revenue control procedures are continually followed
- Trains, schedules, supervises and evaluates service staff
- Inspects dining room to ensure proper maintenance, cleanliness and safety
- Provides layout and design recommendations to applicable managers
- Suggests dining room decorations for special themes
- Assures that pre-opening and closing cleaning tasks are assigned and completed as required
- Manages the guest reservation system and a waiting list, if necessary
- Assists with service of food and beverages in outlets and for special functions when needed
- Assists with table clearing and re-setting as needed
- Suggests when additional service supplies and small equipment are needed
- Enforces established rules, regulations and policies
- May serve as club's opening or closing manager or manager on duty
- Assists in dining room inventory assessments
- Suggestively sells daily specials to all members and guests
- Conducts pre-service employee briefings (line-up meetings)
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed
- Coordinates any special requests including dietary needs with the Executive Chef
- Completes other appropriate assignments made by the Food & Beverage Director or Director of Clubhouse Operations

## QUALIFICATION STANDARDS

### **Specific Job Knowledge, Skills and Abilities:**

- Knowledge of the principles, procedures and equipment used in the storage, care, preparation, cooking, dispensing and serving of food in large quantities
- Ability to suggestively sell wine and cocktails.
- Good organizational and follow-through skills
- Ability to demonstrate proper wine service
- Knowledge of and ability to perform required role during emergency situations

### **Education**

- High School education or equivalent
- Food safety certification
- Alcoholic beverage certification

### **Experience**

- Of legal age to serve alcoholic beverages
- Previous fine dining and/or banquet experience
- Minimum two years of experience as a head waiter or wait staff supervisor in a fine dining venue

## PHYSICAL DEMANDS

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach
- Push, pull or lift up to 50 pounds
- Continuous repetitive motions
- Most work tasks are performed indoors but will also be performed outdoors on the Patio, Terraces and during events. Temperature is moderate and controlled by hotel environmental systems; however, must be able to work in extreme temperatures like freezers (-10°F) and kitchens/outside (+110°F), possibly for one hour or more

## COMPENSATION

Competitive within the industry and commensurate with experience and qualifications.

