



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.

Stacy Berman
Clubhouse Manager
Direct Line: 310-860-3223
Email: sberman@thelacc.org
The Los Angeles Country Club
10101 Wilshire Blvd.
Los Angeles, CA 90024



FOOD & BEVERAGE MANAGER JOB DESCRIPTION

POSITION SUMMARY

The Food and Beverage Manager is responsible for all food and beverage service departments; including hiring staff; scheduling; training; direct supervision of food and beverage supervisors, and front of the house operations on a day to day basis. Ensure the Club's service standards are being delivered by the food and beverage service team, and that member satisfaction is achieved. Maintain a high level of service and visibility on the floor to assure that the wants and needs of the Club's members and guests are consistently exceeded.

REPORTS TO

Directly: Clubhouse Manager

Indirectly: Director of Clubhouse Operations

POSITION RESPONSIBILITIES

- Work closely with the Clubhouse Manager to interview, select, train and set standards, supervise, counsel, praise and/or discipline staff for the outstanding performance and efficient operations of the dining rooms, bars and events. Responsible for the implementation and maintenance of training plans to ensure high quality presentation and level of service within the department. Organize and conduct pre-shift and departmental meetings communicating pertinent information to the staff, such as special events and menu changes. Schedule and direct staff in their work assignments, while managing various dining rooms and special events.
- Review all written Banquet Event Orders and Tournament Write-Ups to determine appropriate staffing levels, room/station assignments, floor plans and service plans as they relate to banquets, golf tournaments and room set-ups.
- Responsible for the Club's day-to-day beverage operation/programming including maintenance of the wine, beverage lists and inventories. Directly oversee all bar personnel. Support member requests for wine in the dining rooms or at their private events at the club. Enforce Club policies as it relates to beverage service and control.
- Interact positively with members promoting events and services. Resolve problems to the satisfaction of involved parties. Answer telephones in a clear voice, coordinates and documents reservations. Facilitate communications with all departments to ensure needs are met.
- Work closely with the Clubhouse Manager to monitor and take corrective action as necessary to maintain the fiscal budget. Develop and implement departmental standards with supervisory team to ensure Club service is held in high standards, making them representatives of one of the finest Clubs in the country. Delegate training responsibilities to ensure all foodservice personnel receive adequate training and can perform at desired levels for all skills as defined by their respective positions. Help to implement and provide monthly safety and continued safety training such as ServSafe, TIPS, and First Aid/CPR to appropriate Staff members.
- Work closely with the Housekeeping Department to coordinate the appropriate and timely set up of all functions and meetings while maintaining standards of food, beverage and meeting specifications. Communicate all daily activities, in person or by log, to staff to ensure smooth transition and follow-up from one shift/day to another.
- Interact with course café staff to ensure they are familiar with menus and beverages being served. Provide POS training as needed.
- Interact with the Executive Chef and Kitchen staff, Catering, Housekeeping and other Club departments and personnel to ensure synergy for all food and beverage services.
- Inspect to ensure all safety, sanitation, energy management, preventive maintenance and other standards are in place and consistently met. Assure all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Develop in concert with our Director of Marketing and Communications interesting ways of promoting Club events and functions in the dining room, lounge and other outlets.

QUALIFICATION STANDARDS

Specific Job Knowledge, Skills and Abilities:

- Excellent communications skills both written and oral
- Advanced wine knowledge relating to service and inventory management
- Skilled with MS Office, including Outlook Word, Publisher and Excel
- Ability to supervise subordinate staff, including, but not limited to, assignment of duties, evaluating service, and taking disciplinary action when necessary
- Ability to maintain on-going professional development and training programs for the dining room staff
- Ability to engage with members as well as staff and be especially empathetic to the needs of both constituencies
- Ability to prepare and analyze data, figures and transcriptions prepared on and generated by computer
- Knowledge of food including its preparation and service
- Budgetary analysis capabilities
- Knowledge of food service techniques and cost controls such as manpower, productivity, food cost and other expenses
- Working knowledge of federal, state and local laws (Specifically California) governing equal employment opportunity and civil rights, occupational safety and health, wage and hour issues, and labor relations, including, but not limited to the following statutes and their comparable state and local laws (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA/CFRA, and NLRA

Education

Bachelor's degree preferred, but not required (ideally hospitality based)

Experience

Minimum of seven years of food and beverage service experience in a restaurant/club/hotel. 2-3 years of which should be dining room management experience. Private Country Club Environment preferred.

PHYSICAL DEMANDS

- Position requires walking and giving direction most of the working day. Length of time of these tasks may vary from day to day and task to task.
- Must be able to exert well-paced ability to maneuver between functions occurring simultaneously
- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, climbing, listening and hearing ability and visual acuity
- Must be able to lift up to 25 lbs. on a regular and continuing basis
- Must be able to lift trays of food or food items weighing up to 15 lbs.
- Must be able to push and pull carts and equipment weighing up to 50 lbs. occasionally
- Must be able to bend, stoop, squat and stretch occasionally
- Requires manual dexterity to use and operate all necessary equipment

COMPENSATION

Competitive within the industry and commensurate with experience and qualifications