



SHARON HEIGHTS  
GOLF & COUNTRY CLUB

---

## Food & Beverage Manager

### Why Sharon Heights?

- Great team environment.
- Opportunity to make an impact in our biggest department.
- Opportunities to join an already strong team with proper support.
- Opportunities to grow and continue education.
- Health benefits including: medical, dental, vision.
- Paid Time Off.
- 401K Benefits after a year of employment.

Located in the Bay Area, Menlo Park, California - Sharon Heights Golf & Country Club has been one of the top private golf and country clubs in the United States since opening in 1962. We have a proud history of providing excellent food, service and experiences to our members with two full-service restaurants and a banquet facility.

**Job Purpose:** Manage and lead the daily Food & Beverage Operations. Enhance members, guests, and internal members' overall experience.

**Supervises:** Front of House team members including Assistant F&B Manager(s), Servers, Back Servers, Bartenders, and Food Runners.

### Job Summary (Essential Functions):

- Creates, updates and maintains Standard Operating Procedures.
- Maintains and enhances the FOH environment through training, supervision, development, appreciation, and disciplinary action.
- Manages scheduling and time off requests.
- Assist in planning and implementing of procedures for special and club events, catering and banquet functions within the restaurant.
- Develops creative ideas to drive member usage of Food and Beverage outlets.
- Mentors all direct report supervisors and team members.
- Addresses member and guest complaints and advises the Service & Operations Manager about appropriate corrective actions taken.
- Works with supervisors and conducts monthly beverage inventory using AccuBar system.
- Assist with development of departmental budget for all necessary F&B operations.
- Monitor and ordering and receiving program for beverage products and supplies to ensure proper quantity and pricing on all purchases.
- Maintains records of special events, house counts, food covers and daily business volumes.
- Completes other appropriate assignments from the Front of House department heads.



**Physical Requirements and Work Environment:**

- 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.
- Work in hot, humid and noisy environment

**Education and Experience:**

- Bachelor's degree in related field of study or University degree in Hospitality Management or Culinary Arts – not a requirement, but recommended
- 3 to 5 years' experience as a food and beverage manager or a similar position in a high-end service environment

**Job Knowledge, Core Competencies and Expectations:**

- Food and beverage operating procedures
- Wine, spirits and bar operations
- Strong interpersonal and organizational skills
- Polished, professional appearance and presentation
- Manage stress and time
- Building, training, and maintaining employee teams
- Effective communication through all department levels and throughout club
- Effective in listening to, understanding and resolving concerns and issues on all levels

**Work Schedule and Hours:**

The schedule includes day shifts and evening shifts to fit the business needs. Hours are determined by business levels. Weekends and holidays are required.

**Compensation:** This is a salaried position starting at \$68,000.00 annually, but can vary based on experience.

Please submit resumes and cover letters to Kat Downing, Membership & Employment Brand Manager at [kathleen@shgcc.com](mailto:kathleen@shgcc.com)