



Food and Beverage Manager Career Opportunity

Sherwood Country Club is a private, member-owned golf and country club in Thousand Oaks, California set at the base of the Santa Monica Mountains. The Club was designed to provide the ultimate in club facilities and services. The championship golf course was personally created as a signature design by Jack Nicklaus in 1989, and is acclaimed in the world's most prestigious golfing circles. Over the years, Sherwood Country Club has hosted Shark Shootout, Tiger Woods World Challenge and currently hosts the PGA Tour Champions Invesco QQQ Championship. The facilities also include a Georgian-style golf clubhouse with expansive Banquet event rooms, a Tennis clubhouse with a dining room, pub, spa, and state of the art fitness center, fourteen outdoor tennis courts including a stadium court, a sport court for the children, sand volleyball, croquet lawns, a swimming pool and Jacuzzi. This is one of the finest facilities in Southern California.

Summary:

Sherwood is seeking an experienced Food and Beverage Manager to oversee the Banquet/Catering dining facilities in the Golf Clubhouse. The Club maintains seven (7) private party rooms that can accommodate 10 to 300 guests. The Club is known for elegant weddings either indoors or outside using the Grand Ballroom, Canopy Terrace or Event Lawn.

The ideal candidate is responsible for ensuring all guests and members have a memorable dining experience and dining operations run effectively in a consistent manner. The candidate will have previous high volume Banquet experience in a similar environment, with strong leadership qualities and the ability to mentor and train a large, diverse staff. This position will report to the Clubhouse Manager with support from a Banquets Supervisory team. In this role, you will work cohesively with the Catering and Culinary teams with an eye towards success for overall Banquet Operations. Qualified, dedicated, passionate food and beverage professionals should submit their candidacy for further consideration. This is an exempt, salaried, full time position with competitive pay and a full benefits package including 9 paid Holidays, vacation, sick pay, 401(k), medical, dental and life insurance.

Expectations:

- To provide platinum service to members, guests, and coworkers
- To know and embrace Sherwood Country Club's mission statement:

Sherwood Country Club's mission statement is to honor the past, celebrate the present and provide a legacy for the future. We aim to exceed our members' expectations with world class sporting, social and dining experiences. We shall do so through impeccable service, superior facilities and uncompromising attention to detail.

Essential Duties:

- Provide leadership for the Food and Beverage staff; promote a high standard of excellence and ensure member satisfaction
- Oversee opening and closing procedures
- Operate point-of-sale computer system; instruct and train staff on point-of-sale computer system

- Maintain inventory of supplies
- Schedule employees and complete payroll time sheets
- Recruit, hire, and train staff
- Hold the team accountable with coaching and counseling
- Design and implement training and incentive programs
- Attend supervisory meetings and service/production meetings to share ideas and concerns
- Evaluate present operations and develop new ideas for the future
- Facilitate supervisory meetings and line-ups
- Checks tables throughout event service for member/guest satisfaction and resolve member/guest complaints
- Maintains mixed beverage, wine, and beer inventory
- Provide current training for entire Banquets staff on a regular basis in classroom settings and on the floor training as needed.
- To ensure there is a clean and safe environment
- Assist with Sherwood's wine program which includes: off premise wine sales, wine dinners, events, etc.
- Maintains the highest standards of food and beverage service
- Ability to set-up creative room and action station presentations.
- Assist day to day a la carte operations when time permits.

Supervisory Responsibilities:

Manage Banquet Captains, Banquet Houseman, Assistant Banquet Manager and service staff of 15-25

Conduct daily service meetings

Overall direction of department

Interviewing and selecting of staff

Planning, assigning and scheduling of staff both internal and external rental staff while maintaining profitability

Appraising performance, rewarding and disciplining staff

Addressing complaints and resolving problems

Improve, maintain Club's service standards during service

Control loss and waste in operations and rental items

Education/Experience/Certifications:

College degree preferred and/or combined work experience and college required

Current ServSafe Certificate required

Food and Beverage Training classes and certifications desired

Minimum Experience required (3-5 years)

Wine knowledge a plus

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

Employee is required to regularly sit, stand and walk for lengthy periods of time.

Employee must regularly lift and/or move up to 50 lbs.

Employee is regularly exposed to outside weather conditions

Employee is regularly required to use hands and fingers and reach with hands and arms

Employee is regularly required climb or balance, stoop, kneel, crouch, or crawl

We encourage qualified candidates to apply. Please submit your resume and cover letter to

cmarcussen@sherwoodcc.com