



## Vision Statement

**Spring Creek Golf & Country Club** is committed to providing a superb golf environment with exceptional customer service and excellent facilities to fulfill the social and recreational desires of our members and guests.

## Mission Statement

Spring Creek's mission is to be the most popular and sought-after golf and country club in the Central Valley region by providing a superb golfing experience; unparalleled customer service; multiple, first-class amenities; outstanding recreational opportunities and a consistent, quality dining experience for both our members and guests that meets or exceeds their expectations. We will accomplish this by dedicating ourselves to treating our members, guests, employees, vendors and community with respect; striving to operate with integrity and professionalism at all times; developing positive working relationships; utilizing a creative, forward-thinking approach to growth and improvement; being committed to on-going employee mentoring and training and nurturing a passion for our business and Club.

[www.springcreekcc.com](http://www.springcreekcc.com)

## JOB DESCRIPTION

### FOOD & BEVERAGE MANAGER

<b>Title</b>	<b>Food &amp; Beverage Manager</b>
<b>Reports To</b>	<b>General Manager</b>
<b>Department</b>	<b>Dining/Bar/Snack Bar/Housekeeping</b>
<b>FLSA Status</b>	<b>Salaried - Exempt</b>

### Primary Purpose

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Responsible for the successful operation of all Member Food and Beverage related activities, events and outlets, with ancillary assistance to the Event Management team.

### General Description

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Directs and oversees all member-related food and beverage facets including, but not limited to, personnel, scheduling, menu mix, ordering, vendor preference, food production, inventory, and catering events and promotions. In addition, oversees the housekeeping requirements of the entire Clubhouse.

### **Essential Duties and Responsibilities**

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The essential functions include, but are not limited to the following:

1. Clearly describes, assigns and delegates responsibility and authority for the operation of the various food and beverage departments and Club functions (i.e. Member Dining, Member Events, Bar, Snack Bar and Housekeeping).
2. Prepares and monitors annual budget, revenue goals and the expenses for the Food and Beverage related departments as well as generating various (weekly, monthly etc.) business volume forecasts, critiques, P&L's and planning accordingly.
3. Reviews and analyzes various financial results/reports to monitor overall Food and Beverage performance and take any corrective actions that may be needed.
4. Monitors market conditions that impact menu offerings, business volume, and profitability.
5. Executes inventory control and calculation for monthly analysis and reconciliation. Identifies opportunities to control beverage costs and other controllable expenses.
6. Participates with the Executive Chef, General Manager, Event Sales Manager, Event Coordinator, Restaurant Supervisor and Bar Supervisor in the creation of F&B menus to entice variety of appetites including social events while incorporating a menu pricing structure that will support the bottom line goals.
7. Directs ordering amounts, timing of orders, receiving, invoice settlement and accuracy, storage temperatures and areas for all beverages.
8. Continually researches vendor possibilities, pricing, service, and evaluates vendor relationships to the benefit of the facility.
9. Approves member catering policy and pricing; may carry out planning, production and closure of all social F&B events.
10. Implements policies and procedures for the Food & Beverage department including compliance of company standards relating to quality of products and services.
11. Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems. Manages department associates that may include, but is not limited to: Restaurant Supervisor, Bar Supervisor, waitstaff and bartenders.

### **Minimum Qualifications (Education, Experience, Skills)**

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1. High school or GED
2. 2 to 4 years of college or post graduate studies in a related field may substitute for a portion of the required experience
3. 3 year preferred in a management role.
4. 3 years of progressively responsible experience.

5. Ability to manage operations and employees
6. Ability to manage effectively in a fast-paced environment
7. Ability to multi-task
8. Ability to manage resources to ensure that established service levels are achieved at all times
9. Strong interpersonal skills
10. Knowledge of supervisory practices and procedures
11. Organization and planning skills
12. Strong problem-solving skills
13. Team-building skills
14. Ability to communicate clearly and concisely, both orally and in writing
15. Strong leadership skills, with the ability to teach, coach and mentor others
16. Ability to plan and prioritize workload
17. Ability to handle confidential and sensitive information
18. Solid computer skills

## **Physical Demands and Work Environment**

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The description of the physical demands and the work environment characteristics here represent those that must be met by an employee to successfully perform and those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Job Description**

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- 1. Typical Working Conditions:** Working mostly in the dining area, office, and outdoors, might lift objects up to 20 pounds.
- 2. Equipment Used:** Computer, calculator, office supplies
- 3. Essential Physical Tasks:** Standing for long periods of time

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and twist, bend, stoop, kneel, crouch, or crawl. The employee must occasionally lift, move, push, and/or pull up to 20 pounds. The employee must frequently use computer and other special operating equipment. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Tasting and smelling abilities are required occasionally to distinguish with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, airborne particles, and hot liquids. The noise level in the work environment is usually moderate.

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Applications being accepted now with phone and in-person interviews to follow.

## **Compensation & Benefits**

- A competitive compensation and benefits package will be offered
- Meals, golf privileges, phone stipend also included

Qualified and interested individuals may submit a cover letter and resume to:  
[steve@springcreekcc.com](mailto:steve@springcreekcc.com)

No phone calls or texts please.