



## THE SPRINGS



### **OVERVIEW**

The Food and Beverage Manager of the newly combined Home Owners Association and Country Club will be responsible for all food and beverage service for the club. Directly supervise the all service staff including servers, bussers, bartenders, expos, runners, and bar backs. Plan and implement budgets, hire, train and supervise subordinates and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

### **QUALIFICATIONS**

- Ability to follow policies and procedures.
- Ability to operate a computer/printer, knowledge of club software, and Microsoft Suites.
- Degree in Business, Hospitality or related field and 4 to 6 years' management experience in the restaurant/hospitality industry.
- Ability to multi-task in a stressful environment.
- Ability to identify front of the house and back of the house issues and resolves them in a timely manner.

This is a year-round position with a yearly rate of 55k to 65k depending on experience.

Interested candidates please send your cover letter, resume, qualifications, and salary requirements to Rick Cabasal, General Manager at [jobs@springsclub.com](mailto:jobs@springsclub.com).

## THE SPRINGS CLUB



### FOOD AND BEVERAGE DEPARTMENT

#### I. Position

Food/Beverage Manager

#### II. Related Titles

Food/Beverage Director; Food and Service Manager; Dining Services Director

#### III. Job Summary

Responsible for all food and beverage production and service for the club. Directly supervise the Catering Manager, Beverage Manager, Banquet Manager, Restaurant Manager and managers of all other outlets such as snack bars, etc. Plan and implement budgets, hire, train and supervise subordinates and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

#### IV. Job Tasks (Duties)

1. Develops an operating budget for each of the department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
2. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
3. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
4. Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized
5. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department
6. Helps plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff
7. Manages the long-range staffing needs of the department
8. Establishes quantity and quality output standards for personnel in all positions within the department
9. Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
10. Researches new products and develops an analysis of the cost/profit benefits
11. Maintains food and beverage personnel records
12. Develops and implements policies and procedures for food and beverage departments
13. Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases
14. Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize food costs
15. Consults with the Executive Chef, Catering Director, Purchasing Agent and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost
16. Greets guests and oversees actual service on a routine, random basis
17. Helps develop wine lists and bottle/glass wine sales promotion programs
18. Develops on-going professional development and training programs for food production, service and bar production/service personnel

19. Ensures correct handling procedures to minimize china and glassware breakage and food waste
20. Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken
21. Develops interesting ways of promoting club functions in the dining room, lounge and other outlets
22. Serves as an ad-hoc member of appropriate club committees
23. Assists in planning and implementing procedures for special club events and banquet functions
24. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities
25. Monitors employee dress codes according to policies and procedures
26. Approves all product invoices before submitting to the accounting department
27. Manages physical inventory verification and provides updated information to the accounting department
28. Responsible for the proper accounting and reconciliation of the Point of Sale systems and member revenues
29. Maintains records of special events, house counts, food covers and daily business volumes
30. Ensures that an accurate reservation system is in place
31. Audits and approves weekly payroll
32. Approves all entertainment
33. Supervises the remodeling, refurbishment and other building design enhancements applicable to food and beverage service
34. All other tasks assigned by the General Manager

**V. Reports to**  
General Manager

**VI. Supervises**

Catering Manager; Assistant Food and Beverage Manager, and all other service staff