



891 Pixley Road  
Rochester, New York 14624

## FRONT END MANAGER

**Reports to:** Club Manager

**Supervises:** Waitstaff, Beverage Cart Attendant, Dining Room Manager

### Education and/or Experience

- Five years of work experience in food and beverage management; fine dining or country club experience is a plus

### Job Summary

The Brook Lea Country Club Front End Manager is responsible for all front end food and beverage operations. They will sustain and administer the club's policies as defined by the board of governors. The Front End Manager will properly train all employees, holding each accountable for their roles and responsibilities. They will consistently ensure that the club is operated in accordance with all applicable local, state and federal laws. The Front End Manager reports directly to the Club Manager and assumes responsibility in their absence.

### Job Tasks/Duties

- Schedules staff for all front end employees in a timely manner
- Supports Dining Room Manager on lunch rush and key nights
- Ensures the highest standards are met for food, beverage, entertainment and other club services. Makes recommendations for additional programming (i.e. wine dinners) and entertainment with the appropriate committee and/or board of governors.
- Adheres to departmentalized budgets
- Oversees all banquet events for the club and communicates with sales manager in regards to BEO's
- Reports member infractions to the Club Manager for necessary action.
- Gives direction to and works closely with staff through training programs and hands on experience
- Ability to bartend and serve tables when necessary

### Compensation

- Availability of benefits based off of Brook-Lea Country Clubs' Employee handbook
- Salaried position based off of experience

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