



511 East Drive, Sewickley, PA 15143  
Reception: (412) 741-8500      www.edgeworthclub.com

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### The Job

#### Food & Beverage Manager – Edgeworth Club

The Food and Beverage Manager is a prideful owner of start-to-finish service flow for all a la carte service areas in the Clubhouse (including outdoor terrace). Ad-hoc initial training at the time of staff hire, and daily ongoing service training at lineup is expected from this role. The F&B Manager oversees and generates programming for the Club's Wine Locker/Wine Society Program. Defect-free and timely production of menus as well as a focus on three areas of service are key: timeliness of service, member recognition, and flaw-free production. This individual must have a dedication to his/her craft, high emotional intelligence and standards of service, business and organizational skills, and the drive to see others happy by creating an effortless custom experience for each table. The Food & Beverage Manager develops promotions and specials to enhance the value of Athletic and Social Membership with utilization of the Club's offering. The Food & Beverage Manager may also serve as an area manager during large Club Events/Holidays.



The Edgeworth Club is a member-owned private Racquets & Social Club with 450+ member families. The average member-family is an actively working group with 2+ children; while some members are enjoying retirement. The club does a gross annual volume of ~\$4,500,000 with ~\$2,100,000 of that attributed to Food and Beverage. The club is open year round to serve its membership in many capacities. Clubhouse and Hospitality services are a core engagement-point for our members and their guests.



**EDGEWORTH CLUB**  
1893

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### The Property

#### Facilities:

3.5-Acre Campus  
Historic 1930 Stately Clubhouse  
Grand Ballroom for Weddings/Events  
Outdoor/Indoor Full-Service Fine Dining  
Paddle Tennis and Swim Service Hut

#### Social Opportunities:

World Class Group Athletic Instruction  
Regular A la Carte Dining up to 150x Guests  
Banquets and Catering up to 350x Guests  
Special Events and Entertainment  
Global Wine & Beverage Programming

#### Athletic Amenities:

4x Platform Tennis Courts (Fall/Winter)  
5x Har-Tru Tennis Courts (Summer)  
2x Squash Courts  
6x Duckpin Bowling Lanes  
State-of-the-Art Fitness Center  
30m 6-Lane Pool, Child's Wading Pool

#### Junior Programming:

The club offers junior programs during the seasons for tennis, paddle tennis, and swim.  
Special events and social promotions target families with children.

### The Package

A competitive compensation package includes salary, health/vision/dental individual benefits, life insurance, short & long term disability insurance, holiday bonus, performance bonus, SIMPLE-IRA retirement benefits, vacation and personal time, among other fringe benefits.

### The Process

Motivated applicants including experienced professionals and rising stars, should immediately send a tailored cover letter and resume to Kurt Kochs, Assistant General Manager at [kurt@edgeworthclub.com](mailto:kurt@edgeworthclub.com) or to Kurt Kochs, Assistant General Manager, Edgeworth Club, 511 East Drive, Sewickley, PA 15143.

Applicants will receive notification regarding a phone or local first-round interview, and may be asked for a competitive return interview onsite with fellow teammates.

Edgeworth Club notes that time is of the essence for interviews with the position available immediately. Those leaving current employment are expected to provide current employers adequate notice, as integrity is important to us.



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*Candidates should note physical requirements of the Job, and research the role, the Club, and surrounding area prior to applying. An understanding of our traditions and requirements is vital!*

**The Responsibilities (to summarize)**

Staffing (Onboarding/Offboarding) | Scheduling | Forecasting Covers | Menu Production | Ordering  
Receiving | Training Staff (Daily, Weekly, Monthly, at Hire) | Superior Beverage & Wine Knowledge  
Member Communication | Point of Sale Programming | Visibly Present | Inspects what is Expected  
Delivery of Heartfelt Hospitality | Emphasis on Families | Will “Jump in” with the Team

**The Requirements (to be clear)**

**Experience** – A rising star or experienced individual is desired. 3+ years in a Private Club or similar hospitality facility as a service captain or dining professional preferred. A measurable track record of food and beverage success is important and interpersonal member engagement is a necessity.

**Education** – Though not a requirement, a Bachelors or Associates degree in Hospitality/Hotel/Restaurant Management, Business, or Sales may prove useful and desirable.

**Certification** – Introductory or Certified Sommelier with the Court of Master Sommeliers or comparable WSET designations are highly desirable. Foodservice Certifications such as TIPS, RAMP, ServSafe, et. al. are expected in the course of employment.

**Work Relationships** – Reports to the Assistant GM, Works Laterally with Event & Sales Manager, Supervises Dining Room Manager & Service Staff on-shift.

**Physical** – Repeated motions including walking, bending, stooping, standing, stair-climbing, etc. Sufficient stamina to tolerate hot, humid, and noisy conditions for several consecutive hours. Frequent use of light machinery and hand-held tools. Frequent lifting and moving of objects.

**Club Calendar and Promotions(to name a few)**

Prime Rib Night	Vendor-Led Tastings: Whiskey, Wine, Beer
90 Minute Happy Hour	Sunday Fun-Day Brunches
Meatball Madness	Friday Night Pasta Night - a la minute
Buck-a-Shuck Oysters	Birthday Promotional Nights
Staff-Led Wine Dinners	Poolside Cocktail Specials