



250 Country Club Road; Sewickley, Pennsylvania, 15143  
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## **Food & Beverage Manager**

**Reports to:** Clubhouse Manager, Assistant General Manager

**Supervises:** Food & Beverage Service Teams (Pool Café Servers, Halfway House Servers, Servers, Bartenders, Assistant Servers) Front Desk Receptionists, Valet Attendants

### **Summary:**

The Food & Beverage Manager is responsible for directing, managing, and supervising all operational aspects relating to the service of food and beverage at Allegheny Country Club. The primary objective is to ensure that the expectations of Club members and guests are consistently exceeded by maintaining high standards of service, cleanliness, and overall dining experiences.

### **Key Responsibilities:**

#### **Staff Leadership & Development:**

- Select, train, supervise, and evaluate food and beverage service staff.
  - Coordinate staff to ensure excellent and efficient service.
  - Develop and monitor job standards, policies, and service training programs.
  - Lead by example with a professional and enthusiastic presence.
  - Foster an employee culture that embraces innovation, teamwork, and excellence.
- Mentor and encourage staff to achieve professional growth.

#### **Dining & Beverage Operations:**

- Ensure dining facilities are properly set at the beginning of each meal period.
  - Manage reservations and coordinate special arrangements as necessary.
  - Oversee the beverage program, including inventory, selection, pricing, ordering and menu development.
  - Partner with the Executive Chef and Special Events Director for menu concepts and event design.
  - Maintain a strong presence during service hours to ensure guest satisfaction.
- Regularly touch tables and service areas for quality assurance.  
Manage Pool Snack Bar, Linger Longer Lounge operations.  
Work closely with the Special Events Director for planning and execution of banquets and events.

#### **Administrative & Financial Oversight:**

- Prepare budgets, forecast revenues, labor costs, and other operational expenses.
- Monitor financial results and take corrective action as necessary to meet financial goals.
- Utilize Club Essential POS for menu development, upkeep & analysis
- Ensure timely and accurate billing for food and beverage services.
- Conduct monthly inventory checks and safeguard assets.

### **Compliance & Safety:**

- Adhere to all federal, state, and local regulations regarding health, safety, and alcoholic beverages.
- Ensure high standards of sanitation and cleanliness are consistently maintained.
- Train staff on the best practices in and out of the dining rooms

### **Innovation & Collaboration:**

- Attend weekly meetings with Food & Beverage Management to determine priorities.
- Foster transparent and effective communication across teams.
- Attend weekly communication and committee meetings.
- Stay updated with industry trends by attending workshops, demonstrations, and trade shows.
- Seek efficiencies in production and service.
- Contribute to the ongoing development of training programs for staff enhancement.

### **Other Duties:**

- Manage Front Desk and Valet operations, ensuring seamless member experiences.
- Perform other tasks as assigned by the upper management.

### **Candidate Qualifications & Skills:**

- 2-3 years of management or supervisory experience in an upscale hotel, country club, or restaurant.
- Bachelor's or associate degree in hospitality or club management preferred.
- Exceptional member/customer service skills.
- Strong interpersonal, verbal, and written communication abilities.
- Proficient in POS systems and Microsoft Office Suite.
- Excellent problem-solving skills with a solution-oriented mindset.
- Able to work flexible hours, including nights, holidays, and weekends.

### **Employee Benefits:**

- Annual salary range \$60,000-\$75,000.
- Annual Bonus Program.
- Strong Benefits Package including Medical, Dental, Vision, and Life Insurance.
- 3% Annual 401(k) Contribution (after 12 months).
- Long-Term Disability Insurance.

- Complimentary Golf and Meals.
- Uniform Allowance Provided.
- Annual CMAA National & Local Dues.

**Work Schedule:**

Allegheny Country Club is open 12 months a year, 6 days a week from May-October, and 5 days a week from November-March.

EOE: Allegheny Country Club is an Equal Opportunity Employer, M/F/D/V

Please submit your resume and cover letter to Human Resources Director, Ashley Montgomery at [amontgomery@alleghenycountryclub.net](mailto:amontgomery@alleghenycountryclub.net).