



FOOD & BEVERAGE MANAGER

Reports To: DIRECTOR OF FOOD & BEVERAGE

Job Summary

Responsible for the managerial duties associated with the operation of a la carte dining with a focus on providing exceptional food and beverage service to the members of Monroe Golf Club and their Guests.

Activities & Responsibilities

A la Carte

- Ensures that stations and pre-meal side work is ready for service.
- Holds pre-shift meetings with staff daily to ensure proper communication.
- Greets all Members/Guests with a warm welcome and smile upon arrival to the dining room.
- Is well versed in all a la carte menus both food and beverage.
- Responsible for the training of staff to the standards set forth in the MGC service training manual.
- Responsible to hold employees accountable to the policies and procedures set forth in the MGC service training manual and MGC employee hand book.
- Communicates well with staff and management at all times.
- Practices MGC service etiquette and protocols as outlined in the MGC server training manual.
- Continually checks with tables to ensure Member/Guest satisfaction.
- Assists in opening and closing duties as necessary.
- Responsible for POS operations and maintenance.
- Responsible for ensuring proper POS closing procedures are followed.
- Keeps tables, chairs, dining areas, prep areas, and service stations clean at all times.
- Advises the Executive Chef/Director of Food and Beverage of any member complaints as soon as they occur.
- Assigns closing duties, i.e., re-setting dining room, re-stock service station, clean up and closing duties and confirms they are complete.
- Completes server report/end of night reports, and submits to accounting as appropriate.
- Ensures that staff adheres to standard uniform policy as outlined in MGC server training manual.
- Arrives on time and ready to work each shift in adherence to the weekly schedule.
- Ensures that FOH staff works clean and efficiently in all areas of clubhouse including shared kitchen spaces.
- Fulfills any and all tasks assigned by the Executive Chef/Director of Food and Beverage.
- Provides a warm welcome, magic moment, and fond farewell to each member and guest of MGC.
- Works to execute the vision of continued growth as outlined by the Executive Chef/Director of Food and Beverage.
- Responsible for writing the weekly schedule while working diligently to maintain budgeted payroll costs.

Tools & Technology

- Microsoft Word
- Microsoft Excel
- **IBS – POS software**

Minimum Qualifications

- Able to communicate clearly to the members, guests and staff of Monroe Golf Club.
- Able to work in a standing position for long periods of time.
- Able to lift up to 50lbs, reach, bend and stoop.
- Able to work well in stressful situations.
- Able to work as a team.
- Able to follow directive.

Applicants to reply to Frank Mirabile, CEC at fmirabile@monroegolfclub.com.