

Employment Opportunity

Club: The Club at Keowee Key

City/State: Salem, SC

Position: Bistro Manager

Community and Club Description:

Keowee Key is located on beautiful Lake Keowee in the Upstate SC. With over 1,600 households and 3,000 members, our private community is thriving and stable. This member-owned club features a newly renovated 30,000 sq. ft. Clubhouse with several dining and function spaces, a casual Bistro and an Event and Conference Center. Annual food and beverages sales exceed \$2 million. The Clubhouse is open 7 days a week for breakfast, lunch and dinner, year-round.

Position Summary:

The Club at Keowee Key is seeking an experienced Bistro Manager to lead the Bistro's front of the house food and beverage services. This self-motivated individual will be responsible for managing all activities of the Bistro's food and beverage operations, assuring the highest levels of service for our Members and their Guests. This position reports to the Food & Beverage Manager.

Essential duties and Responsibilities:

- Trains and develops the front-of-the house team and employees
- Is present on the floor, visible and engaged, to establish a rapport with Members and to assist with refining and constantly improving service levels
- Implements policies and procedures for The Bistro front of house. Ensures all policies and procedures are adhered to by The Bistro employees
- Stays abreast of the latest trends in restaurant, culinary, wine, beer, and spirits
- Ensures standards for quality, customer service, and Club culture expectations are met

Qualifications:

- Enthusiastic and outgoing personality
- Demonstrates exceptional customer service skills and the essential qualities of the "Do Whatever It Takes" mentality; a positive attitude, and the willingness to go the extra mile.
- Comprehensive knowledge and demonstrated experience of world class hospitality and service principles

- Bachelor's degree or three years' related experience and/or training; or equivalent combination of education and experience
- Demonstrated knowledge of general business administration practices and state liquor laws as applied to food and beverage service
- 3-5+ years of similar experience in progressively responsible positions in a private country club or similar industry
- Jonas point-of-sale software experience is helpful
- Intermediate working knowledge of Microsoft Office software systems, with emphasis on Outlook, Word, and Excel
- Able to read/write in English with strong communication and correspondence skills.
- Must possess the ability to maintain sound working relationships and communication with management, staff, Members, and vendors
- Displays a professional appearance and demeanor
- Valid state driver's license
- TIPS or ServSafe alcohol certification a plus
- ServSafe Certified
- Prior experience in private club setting a plus
- Must be flexible to any work shifts - days, evenings, weekends and holidays. Shifts may vary based on business needs
- Must be able to lift 45 pounds

Compensation and Benefits:

Competitive salary, commensurate with qualifications and experience. The Club at Keowee Key offers a comprehensive benefits package: medical, dental, vision, life, AD&D, disability, paid time off (PTO), 401(k) plan. And ongoing leadership training.

For additional information about Keowee Key POA, Inc., please visit us at www.keowee-key.com Any offer of employment is conditional based on a pre-employment background check and drug test. Keowee Key POA, Inc. is an Equal Opportunity Employer and a drug and alcohol-free workplace.

Interested professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume to Mary Davis, Club Director, via e-mail to mdavis@kkpoa.com Resumes must be received no later than March 10, 2021. No phone calls, please.