



FOOD & BEVERAGE MANAGER

Lehigh Country Club is looking for a dynamic Food and Beverage Manager to join our team. The Food and Beverage Manager is responsible for managing the food and beverage service throughout the club. Areas will include ala carte dining areas, Halfway house, Snack bar and Club events. The Food and Beverage Manager needs to set a high standard of appearance, hospitality, and service in personnel and cleanliness of dining areas. The manager is required to supervise and train staff while managing within budgetary guidelines.

The ideal candidate will be looking to learn and grow into higher levels of management. The desire to pursue CCM Certification is encouraged and will be highly supported.



DUTIES

- Will work closely with the Events Manager and Assistant Food & Beverage Managers to ensure proper scheduling to cover the dining outlets and club events
- Establishes formal departmental training program
- Hires, trains, schedules and supervises subordinates
- Has a strong management presence on the floor to assure proper food and drink service
- Will be proficient at the highest level of responsibility with the point of sale system
- Provides appropriate reports concerning sales, employee hours and gratuities, schedules, pay rates, job changes.
- Maintains records of special events, house counts, food covers, and inventory of beverages, halfway house and snack bar
- Ensures that an accurate reservation system is in place and is proactive in planning and execution.

QUALIFICATIONS

- Minimum three years' Food and Beverage Manager experience with supervisory skills, private Club experience preferred but not required
- Ability to provide consistent and full communication
- Ability to analyze and solve problems as they arise
- Positive and upbeat professional manner
- Flexible work schedule varies and will include working on holidays, weekends and various shifts
- Knowledgeable in Microsoft Office 365

BENEFITS

- 401(k) matching
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Professional Development reimbursement
- CMAA National and Local Membership Dues
- Staff Recognition

SEND COVER LETTER AND RESUME TO
CHRISTI@LEHIGHCC.COM