Food and Beverage Manager

Lake Forest Country Club, located in Hudson, OH, is currently looking for a Food and Beverage Manager.

The Food & Beverage Manager is responsible for overseeing all members dining operations.

Hire, train and supervise employees while ensuring front of the house and back of the house are providing excellent and consistent service to our Members and Guests.

Job Summary (Essential Functions)

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food service. Hire, supervise, schedule and train dining room staff.

Job Tasks/Duties

• Responsible for maintaining and overseeing the day-to-day F&B procedures such as side work, server check-outs, employee appearance and uniform standards, plus opening and closing duties

- Supervises and leads the F&B service staff to exceed the Member's service expectations each and every day.
- Continuously circulates throughout service to ensure Members' expectations are met and table touches are executed.

• Schedules A la carte Servers, Food Runners, Beverage Cart, Pool Servers and Pool Utility employees.

- Designs dining room floor plans according to reservations.

• Inspects Front of the House employees to ensure that they are in proper and clean uniforms at all times.

• Performs daily POS closeout and tip distribution requirements. Verifies proper distribution of tips and hours for employees and submits to Payroll Office.

• Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tips, etc.

• Receives and resolves complaints concerning dining room service.

• Serves as liaison between the dining room and kitchen staff.

• Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.

• Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.

• Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.

• Makes suggestions about improvements in dining room service procedures and layout.

• Trains staff on all aspects of the POS system.

• Assures that the dining room and other club areas are secure at the end of the business day.

• Assists in developing and implementing an ongoing marketing program to increase dining room business.

• Monitors dining room labor; makes adjustments to achieve financial goals.

• Assists in service as needed.

• Attends scheduled staff meetings.

• Serves as club's opening and closing manager or manager on duty on specific days.

• Works with Executive Chef to update, review and print weekly menu changes.

• Assists in developing wine lists and beverage promotions.

• Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.

• Performs other appropriate assignments and projects as required by the Food and Beverage Director, Banquet Director or General Manager.

Physical Demands and Work Environment:

• Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.

• Push, pull or lift up to 50 pounds.

• Continuous repetitive motions.

• Work in hot, humid and noisy environment

Education and/or Experience

• High school diploma or GED required.

• Two years of dining room supervisory experience in private club.

Compensation

• Salary: $50,000/year + Bonuses
• Fully paid Health Insurance after 90 days
• Bonuses for worked Holidays
• Free Meal
• Vacation & PTO
• 401k with Employer Match after one year

Please email your resume to Carl Robins, Clubhouse Manager: diningmanager@lakeforestcc.org