



Job Title: Food and Beverage Manager

Reports To: General Manager

Prepared Date: February 2023

Classification: Non-Exempt

Position Summary

This position is responsible for the overall organization and operation of the food and beverage operation and its staff.

General Duties and Responsibilities

- Responsible for the overall organization and operation of the food and beverage operation and its staff.
- Develops and implements revenue increasing strategies.
- Assists management with Food & Beverage Department planning and goal setting.
- Coordinates the selection and negotiation of F&B vendor services.
- Ensures proper cleaning and sanitation of the kitchen, restrooms, dining room, banquet rooms, and surrounding areas.
- Ensures highest standards for food and beverage product and service.
- Ensures the practice of proper hygiene as designated by management and the health department.
- Assists with developing and maintaining the Food & Beverage Department budget and allocates resources accordingly.
- Purchases, receives, conducts inventory, and rotates food and beverages.
- Determines and administers the appropriate staffing levels and schedules according to budget and business demand.
- Oversees selection, training, motivation, development, and coaching of departmental staff.
- Ensures proper maintenance and operation of the restaurant equipment and facilities.
- Works the floor in all positions, as needed, approximately 3-4 shifts per week.
- Maintains contact with guests and helps ensure guest satisfaction.
- Receives, investigates, and acts upon complaints from guests and employees to ensure resolution.
- Assists General Manager with marketing and promotions specific to the Food & Beverage operation.
- Promotes outside events and catering opportunities to increase departmental revenue.
- Completes other tasks/duties as assigned.

Supervisory Responsibilities

- Servers
- Cooks

Requirements

- High School degree preferred.
- Minimum of 3 years food and beverage experience. Prior management experience preferred.
- Ability to keep up with the trends and innovations within the industry.
- Extensive Microsoft Office and food and beverage POS software knowledge and proficiency.
- TIPS Certification and ServSafe Certification
- Strong verbal communication, written communication, and organizational skills.
- Ability to handle multiple tasks, projects, and meet deadlines.
- Professionalism and the ability to be discreet with confidential and sensitive issues.

- Ability to work independently, assist with a variety of projects and be assertive as appropriate.
- Ability to manage and develop staff.

Pay Range & Benefits

- \$24.00 - \$27.00 / hour
- Free Golf Privileges
- Merchandise and F & B Discounts
- End of Season Bonus opportunity

Physical Demands

Physical Activity & Work Environment

Not Applicable

Less than 50%

More than 50%

• Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Using hands/fingers to feel or handle items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Reaching, pushing or pulling with arms/hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Kneeling, crawling, or crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Talking or hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Tasting or smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Lifting, moving or exerting force of up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Lifting, moving or exerting force of up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of up to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of more than 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Seeing up close	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Seeing long distances	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Seeing color	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Use of peripheral vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Perceiving depth	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Adjusting and focusing vision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Working outdoors in inclement weather – extreme hot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working outdoors in inclement weather – extreme cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working indoors in an office environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working in high places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working near moving mechanical parts and machines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working in wet/humid conditions that are not weather related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working in extreme cold conditions that are not weather related	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working in extreme hot conditions that are not weather related	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working with airborne particles or fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working with toxic or caustic chemicals or agents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Working with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working in an area with a risk of exposure to radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working in an area with a risk of exposure to electrocution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Exposure to vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Working in a loud environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>