



Job Title: Club Chef / Food & Beverage Manager
Reports To: General Manager
Classification: Full-time Year Round
FLSA Status: Exempt
Prepared Date: December 2023

About Eagle Ranch Golf Course

Eagle Ranch Golf Club is located in the beautiful small town of Eagle, Colorado, just 30 minutes west of Vail, the world-class ski resort. The majestic Colorado Rocky Mountains provide a spectacular setting for this Arnold Palmer Signature Design Course. The course opened in 2001 as part of a new, master-planned residential community called Eagle Ranch. With the addition of the golf course and other fantastic amenities such as miles of recreation trails and an outdoor pool and ice rink, Eagle is an idyllic place to live and play.

Position Summary

This position is responsible for the overall organization and operation of the Culinary and Food & Beverage operation and its staff.

Essential 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 the F&B department planning and goal setting.
- Coordinates the selection and negotiation of F&B vendor services.
- Takes responsibility for the product used in the F&B outlet and manages it to assure a quality product.
- Develops menus, standardized recipes and relevant menu costs for summer menu.
- Responsible for and supervises cooks in regard to food handling including rotation, sanitation of all storage areas, labeling and dating, and ensures all storage areas are maintained.
- Purchases, receives, conducts inventory, and rotates food and beverages.
- Ensures proper maintenance and operation of the restaurant equipment and facilities.
- Understands the importance of personal hygiene, safe food handling practices, and advanced culinary skills.
- Reads, understands, and follows recipes and standards.
- Ensures proper cleaning and sanitation of the kitchen, restrooms, dining room, banquet rooms, and surrounding areas.
- Assists with developing and maintaining the Food & Beverage Department budget and allocates resources accordingly.
- 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.
- 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

Education, Training, and Experience

- High School degree preferred.
- 2 years culinary degree preferred.
- 3 years' culinary experience in a quality establishment required.
- 3 years' food and beverage experience required.
- Prior management experience preferred.
- TIPS Certification and ServSafe Certification

Knowledge, Skills, and Abilities

- Ability to keep up with the trends and innovations within the industry.
- Extensive Microsoft Office and food and beverage POS software knowledge and proficiency.
- 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.

Compensation and Benefits

- 55K to 65K
- Health, Dental and Vision Insurance, Long-Term and Short-Term Disability
- Vacation and Paid Sick Leave
- Free Golf Privileges
- Merchandise and F&B Discounts

Physical Demands

Physical Activity & Work Environment

Less than 50%

More than 50%

- | | | |
|--|-------------------------------------|-------------------------------------|
| • Sitting | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Walking | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Standing | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Using hands/fingers to feel or handle items | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Reaching, pushing or pulling with arms/hands | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Climbing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Balancing | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Kneeling, crawling, or crouching | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Talking or hearing | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Tasting or smelling | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Lifting, moving or exerting force of up to 10 lbs. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Lifting, moving or exerting force of up to 25 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Lifting, moving or exerting force of up to 50 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Seeing up close | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Seeing long distances | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Seeing color | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Use of peripheral vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Perceiving depth | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Adjusting and focusing vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Working outdoors in inclement weather – extreme hot | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Working outdoors in inclement weather – extreme cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Working indoors in an office environment | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- Working near moving mechanical parts and machines
- Working in wet/humid conditions that are not weather related
- Working in extreme hot conditions that are not weather related
- Working with airborne particles or fumes
- Working with toxic or caustic chemicals or agents
- Working in an area with a risk of exposure to electrocution
- Working in a loud environment

At-Will Employment

All employees of the Eagle Ranch Golf Course are at-will. Employment may be terminated at any time, with or without notice and with or without cause, at the option of either the employee or the Company. Nothing in this job description directly or indirectly creates a guarantee of employment for any specific duration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature:

Date of Signature: