



Food and Beverage Manager

Job Purpose: This job will be responsible for the overall leadership of the team in the restaurant while ensuring that the restaurant meets or exceeds the performance and guest satisfaction goals that have been established. This position will perform hands-on operational work as necessary to demonstrate appropriate skills and behaviors in the restaurant. The focal points for this position include ensuring that performance targets in hospitality, guest service, margin performance and employee satisfaction and retention are met. He/She will directly supervise the Servers, Server Assistants, Beverage Cart Attendants, Bartenders, Summer Support Staff, and assist the Catering Director with direction of banquet staff that supports the F&B operations.

This position will assist the Clubhouse Manager with budgeting, forecasting, planning, and managing personnel issues - hiring, training and supervising employees. The goal of this position is to maximize the members and guest experience through customer satisfaction and employee engagement.

The F&B Manager will maintain San Jose Country Club (SJCC) standards in food safety, and quality control, as well as assist in the selection, training, and development of the restaurant team. This position will report to the Clubhouse Manager

Education and/or Experience

- High school diploma or equivalent with 3+ years of FOH Food & Beverage experience
- 2+ years of Personnel and Administrative management experience preferred
- Working knowledge of food handling and sanitation practices
- Must be able to work days and nights, weekday and weekends along with holidays
- Duties include opening and closing the restaurant, scheduling, payroll, inventory and ordering, run all shifts and filling in when needed
- Mastery in delegating multiple tasks
- Member & Guest-oriented and service-minded

Job Knowledge, Core Competencies and Expectations

- Build and train an effective service staff, foster a teamwork environment, and maintain a high level of member satisfaction
- Wine, spirits and bar operations
- Point-of-sales systems (Jonas Systems)
- Strong interpersonal and organizational skills
- Polished, professional appearance and presentation
- Effective communication through all department levels and throughout club
- Knowledge of and ability to perform required role during emergency situations
- Serve Safe certified

Job Tasks/Duties

- Assist with the development of departmental budget for all necessary F&B operations
- Manages the department's long-range staffing needs which includes recruitment, training, supervision, employee orientation and termination of food and beverage staff
- Create and maintain a well-balanced and in-depth wine program
- Train and provide education to all food and beverage staff
- Develops creative ideas to drive member usage of Food and Beverage outlets
- Responsible for the proper accounting and reconciliation of the point-of-sale for all of F&B services
- Maintains records of special events, house counts, food covers and daily business volumes.
- Establishes and maintains professional business relations with vendors
- Serves as manager-on-duty on a scheduled basis
- Appraise staff performance and provide feedback to improve productivity
- Trains new and current employees on proper guest service practices
- Participates in the hiring process, manages and trains staff in all aspects of their role, including standards of quality and service

- Maintains and distributes weekly schedules for staff and communicates changes as appropriate to all
- Communicates with service and kitchen staff regarding reservations and/or special events
- Evaluates and supervises performance and carries out disciplinary action as needed
- Addresses member and guest complaints and advises the Clubhouse Manager about appropriate corrective actions taken
- Conducts weekly beverage inventories and other inventories as required
- Controls costs of all food and beverage by assisting management, as requested, in purchasing, maintaining effective profit and loss controls and monitoring labor costs following demand patterns, and budget
- Maintains accurate daily and weekly punch details for service staff and processes daily sales reports and other reports as requested
- Maximizes food and beverage sales by identifying and targeting sales opportunities through marketing including promotions and special events and by training staff on “up-selling.”
- Perform other duties as assigned by General Manager or Clubhouse Manager

Exceptional Benefits

- Medical, Dental, and Vision Plans
- Paid Vacation
- Retirement Savings Options
- Career Advancement Opportunities
- Free Employee Meals

Please Submit Resume Credentials:

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