



Spencer T. Olin Golf Course is looking for a dependable, responsible individual interested in a career in golf course food and beverage area. The chosen candidate will assist the General Manager with daily operations of the food and beverage areas.

The Food & Beverage Manager will effectively manage all aspects of food & beverage. The Food & Beverage Manager will create a culture of accountability that supports our organizational values, meet or exceed annual growth objectives, and facilitate positive collaboration with Team Members.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

Food & Beverage Responsibilities

- Direct and ensure proper set-up, break-down, and cleaning of all food and beverage areas
- Conduct pre-event meetings with food service and bartending teams
- Monitor quality control and all cooler, freezer, and dry storage areas
- Remain current with all relevant legislation regarding alcohol and licensing requirements
- Manage the daily production, preparation, and presentation of all food & beverage areas to ensure Company's standard of quality
- Open and close concession
- Create new menu and marketing ideas that reflect demand/trends, research new food/beverage products, implement menu strategies that reflect event demographics and time of year
- Consistently execute quality control checks for Company's "Guest 1st" service standards, product quality, transaction times, menu accuracy, and health inspection compliance
- Create effective inventory management processes, order kitchen supplies as necessary
- Evaluate health and safety practices

Personnel Duties and Responsibilities

- Respond to inquiries from Company's Team Members regarding policies, procedures, and programs
- Work closely with Company's General Manager to ensure state and federal guidelines are met
- Hire, train, mentor, supervise and evaluate Company's Team Members
- Implement corrective action plans to solve organizational or departmental problems
- Responsible for the day-to-day operations of the office

MINIMUM QUALIFICATIONS:

- Must be at least twenty-one (21) years old
- 2-4 years of culinary experience
- 2-4 years of food & beverage management experience
- Experience with planning and executing events is required

- Operational knowledge of food and beverage, entertainment, and sport clubs as well as parties, corporate events, and team building preferred
- Proficient with Outlook, Microsoft Word, Excel, and PowerPoint
- Must have excellent interpersonal skills and customer service skills
- Ability to produce quality work in a fast-moving, deadline-sensitive environment Food Safety certifications required
- Requires good communication skills, both verbal and written
- Must have strong leadership skills and the ability to motivate team
- Must be detail-oriented and have outstanding organizational skills
- Must be able to work nights, weekends, holidays as needed

CONTACT:

Qualified candidates should email resume and cover letter/letter of interest to: ***Mary Campbell,***
mcampbell@spencertolingo.com