



BATTLEMENT MESA
GOLF CLUB

FOOD AND BEVERAGE MANAGER JOB DESCRIPTION

The Food and Beverage Manager is responsible for leading the food and beverage service staff in facilities including Callahan's at Battlement Mesa Golf Club, the outdoor patio, and the beverage cart. Responsible for ensuring the highest level of service by overseeing all aspects of service and service staff during operating hours, while working in a clean and safe environment, and meeting all financial goals for sales and expenses.

Essential Duties and Responsibilities:

- Manages service aspects in all food and beverage assigned areas and events, and acknowledges, greets, and thanks all members and guests
- Manages dining room, beverage cart, and outdoor patio to ensure proper room preparation, including set-up of tables, chairs, table settings, glassware, etc.
- Ensures that all staff are in proper uniform and/or attire and adhere to proper appearance standards
- Hires manages, and trains staff in all technical and non-technical aspects of their role, including exemplary standards of quality and service
- Creates, maintains, and distributes schedules for staff and communicates changes as appropriate to all
- Evaluates and supervises performance and carries out disciplinary action as needed
- Manage all Food and Beverage day-to-day operations within budgeted guidelines and to the highest standards
- Preserve excellent levels of internal and external customer service
- Design menus focused on quick turnaround times and golfer-focused
- Comply with all state and local health and safety regulations
- Planning, controlling, and ordering food and beverages; conducting monthly inventory;
- Training staff in and adhering to all state and local safety, sanitation, food preparation, food storage, and alcohol beverage control policies, including confirming the legal drinking age and discontinuing service to intoxicated guests
- Is responsible to the Director of Golf and communicates daily to keep the Director updated on daily events
- May be required to cater in-house events, prepare menus, additional staffing, set up and tear down
- Provide income and expense reports as requested

Additional Duties & Responsibilities:

- Primary duty is management and leadership, however, will be required to fill in as a server, host, bartender, etc. to relieve/back-up staff during peak periods or when short-staffed
- Implements and supports all initiatives and programs as requested by management
- Teams with all departments to ensure exemplary customer service and adherence to policies and procedures

Minimum Education, Experience & Other Skills:

- Four-year college degree or equivalent experience preferred
- Minimum of 4 years of progressive responsibility in the food and beverage industry required
- Minimum of 2 years of personnel management, preferably in the golf industry
- Experience in resolving customer issues/complaints, as well as overall excellent customer service is required
- Proficient in computer software including Microsoft Word, Excel, and foreUP
- Time management, organization, and prioritization skills required
- Ability to make decisions in a fast-paced environment
- Ability to effectively communicate verbally and non-verbally with others
- Ability to work with all personality types, even in adverse situations
- Ability to prioritize, anticipate situations, and take quick action
- Ability to work independently and proactively in a fast-paced environment

Mental and Physical Requirements:

- Ability to lift 25-100 pounds
- While performing the duties, an employee may be required to walk or stand for long periods of time
- Must be able to bend, climb, balance, reach, stoop, kneel, crouch or crawl without hindrance
- Employee will be exposed to sunlight, heat, wet and/or humid conditions
- Maintains a professional appearance appropriate to the position
- Ability to climb on a step stool or ladder to complete elements of the job or facilitate maintenance issues

Salary and Benefits:

Starting salary \$50 - \$70k depending on experience + benefits

Medical and Dental

Retirement 401a, 457b

Paid Vacation

Golf Privileges

**This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Director of Golf and/or the District Manager.