



Food and Beverage Manager

Job Description

Wood Wind Golf Club is looking for a professional manager to oversee all its food and beverage operations and delivering an excellent member and guest experience. The successful candidate will be able to forecast, plan and manage all orders, staff, menus, and oversee the financial aspect of the operations including food costs, labor costs, and all other revenues and expenses within the food and beverage operation.

Responsibilities

- Manage all food and beverage operations with Wood Wind Grill and all planned events and outings within budgeted guidelines and to the highest standards
- Comply with all health and safety regulations
- Assure the highest standards of service including the appearance and cleanliness of all food and beverage facilities, and hospitality of training or staff
- Supervise and train food and beverage staff to ensure that all budgeted food, labor, supplies and goals are maintained
- Provide a two-way communication and nurturing environment with emphasis on motivation and teamwork to ensure planning and execution of food and beverage operations
- Establish targets, key performance indicators, schedules, policies and procedures
- Conduct month-end inventory
- Provide weekly reporting on sales, cost of goods sold, and labor
- Menus will be established with pricing on a timely basis to get pricing quotes or discussion of menu options with the client
- Maintain a working relationship with each client through consistent and frequent communication with the client. This will include possible tours of the facilities, meetings to be certain everything is in line with client's expectations and to be certain that the experience is positive.
- Manager must have extraordinary organization skills to balance the workload and needs to be successful in this position
- Up to date with food and beverage trends and best practices

- Display an ability to delegate

Requirements

- Proven food and beverage management experience
- Flexible Schedule
- Superior communication skills, written and verbal
- Culinary or Hospitality Degree in food service management or related field
- Working knowledge of various computer software programs (MS Office, restaurant management software and POS)

Compensation and Benefits

- Full-time (40 hours/week)
- \$17/hour
- Eligible for company provided benefits
- Gratuity sharing

Please submit resume, references, previous work experience, and additional information to:

Colin O'Neal, coneal@cohoatandoneal.com

Director of Operations, Wood Wind Golf Club (Cohoat and O'Neal Golf Management)