



Colonial Springs Golf Club

About the Club

Founded in 1995, Colonial Springs Golf Club has quickly become one of Long Island's most popular private clubs due to its challenging 27 hole layout and its convenient location in central Long Island. It's natural beauty and sprawling hills provide the perfect inspiration for world championship-caliber golf.

About the Position

We are currently seeking a Food & Beverage Manager who will oversee all dining operations in the Clubhouse including a la carte service, catered events, member events and golf outings. The Food & Beverage Manager is expected to be a very visible and accessible leader to both members and staff. The Club seeks an experienced, well-rounded leader with strong skills in training and mentoring new, as well as senior staff members.

Responsibilities include but are not limited to:

- Supervising the floor during meal periods to ensure standards and steps of service are met through all member and guest interactions
- Organize and conduct pre-shift and staff meetings communicating pertinent information to the staff, such as current daily specials, menu changes, and daily golf course activities.
- Ensure basic standard operating procedures are in place and are in compliance with Federal, state, local practices. (Suffolk County Department of Health, NYS Covid-19 Guidance)

- Ensuring that all steps of services as outlined in training materials are being followed daily
- Move throughout the restaurant and kitchen areas to visually monitor and take action to ensure food quality and service standards are met.
- Utilize computer to ensure that all transactions are processed accurately and all server daily closes are completed correctly.
- Scheduling staff and establish dining room set up based on anticipated guest counts and golf course activities
- During meal service times, acts as host/FOH manager, ensuring proper table rotation and all guests needs are met. It is imperative that the Food and Beverage Manager has a hands-on approach and continually fosters a positive team work ethic.
- Alternatively, will expedite food in the kitchen during meal service times, ensuring food quality standards are met
- Responsible for insuring the correct appearance, cleanliness and safety of dining room areas, furniture and fixtures. Reports deficiencies and maintenance concerns to the Director of Clubhouse Operations
- Manager is responsible for supervising the beverage cart staff. Responsibilities include: ensuring that golf course protocol is strictly adhered to, beverage carts are maintained and cleaned properly, accuracy when processing sales, and all product store rooms are kept clean and organized
- Responsible for development of wine, beer and cocktail menus as well as training staff and bartenders on proper service standards
- Ordering all liquor/beer/wine as well as conducts monthly inventory and cost of sales analysis.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Hiring and training FOH staff, processing all new hire paperwork, pre-processing bi-weekly payroll
- Uniform ordering and maintenance
- Linen ordering and maintenance
- Restaurant menu planning, formatting and printing, including cocktail/beer/wine lists
- Keeping and balancing daily cash log
- Confirms that all dining room, bar and kitchen closing procedures have been completed and assures that area is secure.
- Assures that the Clubhouse is secure at the end of the business day.

Qualifications

- A bachelor's Degree from a four-year university or college is highly desirable, preferably in Hospitality Management

- In lieu of the degree, substantial private club or hospitality experience will be considered
- Strong management and leadership skills with strengths in team development, recruitment/training, and exceptional member/guest service skills

Compensation

- Competitive base salary commensurate with experience with the potential for an annual bonus
- Participation in the club's 401(k) plan in accordance with club policy
- Family health insurance in accordance with club policy

How to Apply

Please email your resume to jfox@colonialspringsgolf.com