



Candidate Profile

Assistant Food & Beverage Manager

Confidential Private Club Search

Northeast Region of Tri-State Area

Organization

Traditional, family-oriented private country club located in the Tri-State Area has an outstanding opportunity available for an Assistant Food and Beverage Manager. The club enjoys a full membership and is very active.

Position Overview

The successful Assistant Food and Beverage Manager will be an energetic, visible, and interactive individual with the membership and staff. He or she will be responsible for the daily operation of the Food and Beverage Department. The position works closely with, and reports to, the Food and Beverage Manager. The Assistant Food and Beverage Manager will deliver an exceptional dining experience consistently to all members and guests. This position will support the Food and Beverage Manager in the day-to-day operations and must have the understanding that teamwork and a hands-on approach are required.

Operational responsibility includes the day-to-day management of the dining outlets in the clubhouse with an emphasis on staff training service standards. The successful candidate will also collaborate and communicate with other departments at the club daily. The successful Assistant Food and Beverage Manager will set the pace of service as an example to all employees. He or she will be proactive (not reactive) to member needs and have a high degree of integrity.

Potential candidates will possess all the requisite skills, leadership qualities, and personal traits suited for a high-level private club environment. A friendly, polished, outgoing personality is a must as is a strong working knowledge of exceptional food and beverage service and management.

Responsibilities

- Assure a high level of guest satisfaction and adherence to service standards.
- Manage the guest reservation system.
- Manage efficient and consistent service to members for meal periods, member and Club events, social functions, and holidays and assist in the planning and execution of all events. Visibility and actively managing meal periods are essential to the success of the Food and Beverage manager.
- Assist in the orientation and training of service staff employees, including scheduling and supervising.
- Responsible for ensuring all opening and closing procedures are followed and that the clubhouse is secure at the end of the business day.
- Conduct pre-shift meetings to communicate important information to staff regarding menu changes, specials, and service expectations.
- Manage and inspect the clubhouse and dining outlets for cleanliness and ensure daily setups are set properly. Maintain the orderliness of all storage areas and storerooms.
- Maintain the Point of Sale system to reflect current menus and pricing and ensuring all transactions are processed accurately and all server shifts are closed out properly.
- Implement effective procedures to control labor costs remain on the approved budget.

Requirements

- Ability to work in a team-oriented club environment.
- A person of exceptional character who is motivated, energetic, friendly, and dedicated to the profession of club management. A true passion for the food and beverage industry.
- Ability to work a flexible schedule that includes weekends and holidays.
- A hospitality or related degree is preferred as well as participation in CMAA education programs. In place of a degree, substantial private club or hospitality experience will be considered.
- Good organizational and follow-through skills.
- Excellent verbal and written communication skills.
- Well-trained and technical literacy including Microsoft Word and Excel. Jonas Club Management/POS would be considered a strong plus.

Competitive Compensation & Benefits

- Competitive compensation/salary commensurate with experience with the potential for an annual bonus.
- Standard club benefits, family health, etc.
- Participation in the club's 401(k) plan as per club policy.

Inquiries and Resume Submission

To be considered for this outstanding opportunity all cover letters and resumes should be received by July 10, 2021, preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with your resume to:

GSI Executive Search

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