



The Milbrook Club
61 Woodside Drive
Greenwich, CT 06830

Location: 61 Woodside Drive, Greenwich CT 06830

Department: Food & Beverage

Job Title: Food & Beverage Manager

Reports to: Clubhouse Manager

Supervises: Waitstaff, Runners, Bartenders and Hostesses

Compensations & Benefits:

- Competitive salary commensurate with experience. Salaried exempt position
 - Full family health benefits: Health, Vision, Dental
 - 401K currently matched at 4% after one year employment
 - Meals while on duty
 - CMAA dues paid
 - Dry cleaning & professional allowance
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Milbrook Facts:

- 330 members across all categories
 - \$5.5 Million in annual gross F&B sales
 - 60% of business Ala carte, 40% private functions
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Cover letters & Resumes should be e-mailed in PDF format to: careers@milbrookclub.com



The Club:

The Milbrook Club is a member owned private club located in Greenwich, Connecticut. The club is located within the gated community know as Milbrook and sits on 70+ acres. The club's amenities include golf, tennis, aquatics, paddle tennis and pickleball. The food and beverage options range from formal private fine dining to casual poolside services. Throughout the year the club hosts standard ala carte service, buffets, themed holiday celebrations and various private events. The main clubhouse underwent a multi million dollar renovation in 2018 with the golf course receiving numerous updates through the last few year. Additional additions and club enhancements are scheduled over the next few years.

The Opportunity:

The F&B Manager is the face of the operation and is responsible for ensuring smooth and efficient operations during service. This position is forward facing with frequent member interactions. Milbrook's next F&B manager will be part of the executive team, present at all manager meetings and a vital to planning and troubleshooting. The successful candidate should expect to work closely with all departments and department heads. We hope that our next F&B manager will be a team player who enjoys spending professional time with their colleagues.

Milbrook is an excellent place to work. We have always viewed our staff as a team and family. Numerous people have held positions at the club for 10+ and even 20+ years. Our membership values the relationships they create with us and in turn, we get to know our clients on a personal level.





Job Details

The F&B Manager is responsible for assisting the Clubhouse Manager in enhancing the overall Food and Beverage operation. The candidate should be professional, highly motivated, and have an exceptional eye for detail. “Hands-on” management is necessary for this role to ensure a high level of service to the members and their guests. The ability to embrace the need to be visible and interactive with members and staff. He or she will ensure the proper staff training and standard operating procedures per the Milbrook requirements. When the Clubhouse Manager is not present, the F&B Manager is the acting manager on duty and assumes the day-to-day responsibilities.

Duties and Responsibilities

- Supervises ensuring proper service; order taking, table bussing, food running
- Inspects dining room employees to ensure they are in proper and clean uniforms
- Assists in hiring and training staff
- Supervises all dining room staff
- Verifies that all side work is accomplished: work areas are clean, storage areas are organized
- Relays information and policy changes to direct reports
- Assures dining room set-up is completed to standards
- Suggests improvements in dining room procedures and layouts
- Ensures the dining room is secure at end of the day
- Keeps an inventory of dining room items, including silverware, salt and pepper shakers etc.
- Assist with schedules
- Serves as a liaison between the dining room and kitchen
- Helps with the execution of club events
- Assists with running the snack bar
- Has the ability to run private events
- Knowledge of Club Essentials inventory and point of sale system is a plus
- Orders linen and specialty items as needed for events
- Assists the Club House Manager with administrative duties as needed
- Assist with the cleanness of the Clubhouse

Incidental Duties

The above list of essential job functions describing the general nature and level of work being performed in this role. It is not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required.

Performance Expectations

- Proven leadership qualities with demonstrated ability to direct, coordinate and manage all facets of club operations, while instilling a culture of caring and excellence.
- Strong ability to drive quality results and excellence through his/her direct reports
- Comfortable speaking in front of a wide variety of groups including staff.
- Positive and versatile communication with members and guests at all times
- Attends management and staff meetings and any other meetings as required.
- Maintains professional memberships and attends educational and professional development seminars relevant to the Club and area of responsibility.
- Ability to handle stress under high demand circumstances.
- Flexible work schedule including holidays and weekends.

Education and Experience:

- Bachelor's degree preferred
- 3-5 years Food and Beverage experience working in a similar environment
- Extensive Food and Beverage knowledge

Knowledge and Skills:

- Strong verbal and written communications skills.
- Excellent people skills with ability to hire, train and lead a large staff.
- Sound and current knowledge of human resources practices
- Strong Food and Beverage background
- Excellent computer skills, including extensive use of Microsoft Office programs.

