



TITLE: Food and Beverage Manager

DEPARTMENT: DR

REPORTS TO: Clubhouse Manager

TYPICAL WORK WEEK: 40 – 45 hours including evenings and weekends

About Us

The Old Lyme Country Club was established in 1916, and is a small gem located on the Southeastern shoreline of Connecticut. We are a low-key, family oriented club offering a challenging nine-hole golf course, four beautiful har-tru tennis courts, and two excellent platform tennis courts with a warming hut. Our pool, wading pool, and the Snack Bar are open from Memorial Day through Labor Day. The Club also offers extensive Junior Programs for kids of different ages during the summer.

The Club is open for lunch and dinner on Wednesdays through Saturdays with service in the Grill Room all day, and Brunch is served every Sunday. We offer regular musical events and lectures throughout the year, and Mah Jongg, Duplicate Bridge, and Chicago Bridge are popular options for the membership as well. The Club has a Book Club and boasts its own Club Chorus which performs several times a year.

The Old Lyme Country Club is one of the oldest private clubs in Connecticut and is governed by a Board and its elected officers.

Position Summary

Front-end management to direct and oversee all activities of the Clubhouse and Snack Bar dining and service areas in accordance with standardized policies in order to provide efficient, friendly services and profitable operations.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Personnel

- Handles all staffing responsibilities, including hiring, training, scheduling, evaluating, and terminating of the FOH department.
- Supervises staff in terms of customer service and cleaning.
- Promotes cooperative effort, a team spirit, and good morale among employees.
- Strong communication skills to train and motivate employees.
- Work well under pressure and exercise tact and patience when dealing with employees and customers.
- Maintain appearance of clubhouse and lobby including watering plants, maintaining restrooms, and reporting damage to Clubhouse Manager.

- Service

- Maintain the floor plan seating chart.
- Cleans, organizes and stocks menus at host area.
- Maintain POS, menu items, and printed menus.
- Delivers excellent customer service including personally greeting and seating guests.
- Observes tables and keep track of clean, dirty and occupied tables.
- Answers phone and answers questions concerning the menu and clubhouse.
- Interacts with guests in and as they leave the restaurant to ensure positive dining experience.
- Helps with duties of other employees (i.e. server, cook, bar etc.) when necessary because of an unexpected absence or extra volume.
- Fill to go orders, if applicable.
- Resolves complaints from members in a polite, friendly manner.
- Other duties as directed.

- Private Events

- Maintain Banquet package.
- Meet with prospective clients and organize event.
- Discuss menu with chef.
- Attend and manage event.
- Prepare invoice for office to process.

- Administrative

- Check and reply to email on a regular and timely basis.
- Maintain calendar of all club and private events related to K&D.
- Work with chef to prepare menus for events.
- Purchases all alcohol and bar supplies and oversees use of beverages within required dates and with a minimum of waste.
- Order and maintain linens, kitchen uniforms, and golf/tennis towels.
- Prepare, maintain, and track budget.
- Provide regular, accurate, computerized reports of operations to BOG.

Performs other work-related duties as assigned

-Salary and Benefits:

- This is a full-time position
- Salary will be commensurate with experience
- Standard benefits including health insurance, dental insurance, vacation, and 401(k) with a match
- Paid Holiday's
- Limited Golf Privileges

Interested candidates should submit a resume to the Clubhouse Manager, Michael Iwanicki at clubhouse@oldlymecc.com