



The Shore and Country Club

Food and Beverage Manager Opportunity

The Shore and Country Club

Founded in 1908, the club sits on an 8-acre peninsula extending into Norwalk Harbor; the Shore and Country Club, Inc. provides a unique waterfront environment for its members. Its focal points are the 25-yard freshwater pool, children's pool, two sanded beaches, ten tennis courts, a 98-slip marina, a beach house that offers three open-air dining areas facing the beach; the facilities at the beach house also contains modern changing rooms, locker rooms, showers, and family changing rooms, the Club offers several Jr. programs. In addition, the SCC provides a 30,000+ square foot clubhouse with a ballroom accommodating up to 200 guests, two outdoor restaurants, two dining rooms and two bars, and multiple administrative offices.

The Shore and Country Club is a family-oriented Club that is proud of the culture and service provided to its members and employees.

The Shore and Country Club is fully closed (other than offices) from January through mid-March. The Club is closed on Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.

Reports To: Assistant General Manager and works closely with the General Manager.

Direct Reports: Dining Room Manager + Supervisor(s), Beverage Manager, Surf Side Café Manager, Bartenders, and Servers.

Job Description

The Shore and Country Club is looking for an energetic person to manage the food and beverage service for members and guests.

The Food and Beverage Manager is ultimately responsible for all food & beverage and service operations on a daily basis. Being the "public face" of these operations with a hands-on approach and an understanding that full "on-the-floor" member and staff engagement is critical to success in this position. The Food and Beverage Manager consistently provides superb dining and other food and beverage experiences for the Club's membership and their guests. This senior-level position works closely with and reports to the Assistant General Manager and General Manager. A most critical relationship is that with the Executive Chef, ensuring collaborative and harmonious relationships between front and back of house operations.

Job Requirements and Key Responsibilities

- Directly supervise all front-of-house Food and Beverage employees, including hiring, training, developing, and scheduling.
- Coordination of daily staffing levels, pre-shift meetings, and assignments which include pre and post-shift duties.
- Greet and welcome members and guests and respond to their requests in a courteous and friendly manner. Solicit their comments regarding food & beverage service, taking the appropriate steps to ensure immediate and follow-up action.
- Perform a walk-thru of all dining areas at the beginning and end of shifts, observe and report any problems.
- Attend and participate in weekly food and beverage meetings.

- Ensure service of all food and beverage is in the appropriate order to ensure consistency throughout the dining experience.
- Partner and communicate effectively with the culinary team to execute food operations.
- Stay knowledgeable of all club and food and beverage market trends and best practices.
- Uphold standards of cleanliness and health codes throughout the restaurants and bars.
- Monitor employee schedules and records to minimize overtime and keep labor costs within budget.
- Ensure all menus, specials, and pricing are current and accurate on both marketing materials and pos systems.
- Ability to run appropriate reports and complete end-of-shift recaps and monthly snapshots for the food and beverage department.
- Build a beverage program to include purchasing and inventory, menu development, and building professional relationships with sales representatives and vendors.
- Complete china, glass, and silverware inventories quarterly based on the outlet.
- Updates and maintains the F&B Training Manual.
- Communicate job expectations, coaching, and counseling employees; develop, coordinate, and enforce systems, policies, procedures, and standards that are met.
- Comply with the Club's Food and Beverage Vision and Values.
- Perform any other duties that management may require or assist with special projects as assigned.

Candidate Qualifications

- An outgoing and friendly personality.
- Minimum of 2 years previous Food and Beverage Manager experience with a strong track record of progression and growth.
- Knowledge of wine, beer, and spirits.
- Must have excellent time-management skills, be detail-oriented, and have strong follow-through skills.
- Exceptional verbal and written communication, interpersonal, and member service skills.
- Intermediate computer application and proficiency, including Microsoft OneNote, Excel, PowerPoint, and Word.

Educational Qualifications

Bachelor's degree from a four-year college or university; or one to two years related experience and/ or training; or equivalent combination of education and experience.

This position requires the ability to perform essential job functions with physical demands, including standing, walking, reaching with hands and arms, stooping, talking, hearing, and the ability to lift 50 or more pounds.

Salary and Benefits

- The salary is open and commensurate with qualifications and experience. Excellent bonus package
- CMAA and Local Chapter Dues
- Medical, Dental, and Vision Insurance, 401k
- Paid Time Off
- Relocation assistance
- A great working environment with a positive, hard-working team
- Work-life balance.
- Closed on Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day
- The Club is fully closed (other than offices) from January through mid-March

If interested, please send resumes to:

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