**ArborLinks Golf Club Details**

**Located in Nebraska City, NE**

550k in F&B revenue

18 hole course, par 71, designed by Arnold Palmer

Dining Facilities

·      1 Informal Dining Room that seats 60

·      1 Wine Room that seats 20

Complete clubhouse renovation in 2019!

One award for 3rd best clubhouse renovation in 2019 from Golf Inc.

Club business levels vary due to seasonality of the position.

40 overnight rooms on property.

**Job Title:**

**Food and Beverage Manager**

* Plan for and schedule manpower, equipment and supply requirements for the food and beverage department including the kitchen and maintain accountability for the cost, utilization and performance of employees and equipment.
* Responsible for hiring, training and proficiency of employees in the food and beverage department.
* Maintain control of employee uniforms, ensuring that employees wear uniforms, ensure that name tags and uniforms are kept in proper condition, clean and are readily available at all times to employees.
* Implement policies and procedures for food and beverage department.
* Maintain responsibility for general cleanliness of all dining outlets and bars.
* Assume responsibility for the cleanliness, organization and preventative equipment maintenance procedures and standards.
* Sell meeting and banquet rooms, meet with potential clients/members, show facilities and assist in planning and implementation as needed.
* Ensure quality levels of food and beverage products and maintain quality standards in production.
* Develop and maintain the marketing and promotional programs as they relate to the food and beverage department.
* Assume responsibility as the manager/supervisor on the floor (front-of-house) during all meal periods ensuring food and service standards are maintained.
* Verify the accuracy of prices, State and Federal taxes, gratuities and other charges on all guest checks.
* Accurately operate the point of sale system, Jonas is our current system.
* Assist in the development of the annual food and beverage budget/plan and manage by that budget/plan.
* Implement and monitor internal financial controls for the food and beverage department.
* Implement and monitor food and beverage payroll policies, procedures and controls with an emphasis on minimizing labor costs.
* Maintain purchase order system, par-stock levels on food and beverage inventories and implement and monitor ordering and receiving program to ensure proper quality and price on all purchases.
* Responsible for sales, expenses and profit goals as outlines in the food and beverage operating plan/budget.
* Operate within all guidelines, policies, standards and constraints established and implement mandatory standards of operations as they relate to food and beverage operations.

**Candidate Qualifications**

·      3 to 5 years’ experience with private club/resort/restaurant is preferred

·      Demonstrated team building and leadership experience.

·      Strong technical and organizational skills.

·      Strong customer service orientation and skills.

·      Exceptional attention to detail and follow-up.

·      Able to multitask and meet deadlines.

·      Quality verbal and writing skills with the ability to communicate professionally/effectively

·      Team-oriented working cohesively with co-workers

·      Professional appearance and ability to retain and motivate staff

·      Desire to become a General Manager in the future is a plus

**Educational Requirements**

B.A. or B.S. with emphasis in Hospitality or Culinary considered a plus

Thorough knowledge of food and beverage service preparation and operational procedures as would normally be acquired through a high school education or equivalent, plus a minimum of five additional years of hospitality management or equivalent experience.

Date Position Available

Immediately

**Other Benefits**

·      Continued educational allowance

·      Relocation expenses

·      Uniform Allowance

·      Health AND Dental Insurance

·      401(k)

·      Meals

Please visit [www.dormienetwork.com](http://www.dormienetwork.com) to learn more about our network. We have other opportunities available as well within the network at the various clubs, so please submit your résumé to see if we have a potential fit for you if it is not the Food and Beverage Manager at ArborLinks Golf Club.