

**The Carriage Club**

**Position:** Food and Beverage Manager

**Reports to:** Director of Hospitality, Assistant General Manager

**Direct Reports:** Bartender, Servers, Snack Bar, Expo, Food Runners

**Objective:** To assist in leading and developing all food and beverage outlets and team members including but not limited to, Coach House dining (casual), Main Clubhouse dining(formal), private events and club events to ensure all Carriage Club members and their guest receive the highest level of service that exceeds their expectations.

**Duties and Responsibilities:**

* Follow all Club policies and procedures stated in the Carriage Club handbook
* Attend all mandatory meetings
* Assist in interviewing, hiring, reviewing and training of all Food and Beverage team members
* Help develop and implement training procedures for new team members and professional development of experienced team members
* Assist in developing innovations for the Food and Beverage team to promote in dining outlets and for events
* Maintain a clean and organized outlet
* Conduct daily pre-shifts with team members before service to introduce innovations and review general club information
* Ensure proper opening and closing of the Carriage Club campus
* Commit to building and maintaining professional relationships with all members, their family and guest
* Know, follow and enforce all Missouri liquor laws
* Assist in resolving member complaints and report to Food and Beverage Manager team in End of Shift Report email
* Assist in developing team schedules for all dining outlets and special club events
* Help maintain accurate inventory on all supplies and equipment
* Know all food and beverage menu’s including the following, food, wine, cocktail, happy hour, and special selected menus.
* Assist in updating JONAS system for seasonal menu changes
* Be able to assist during service; table touches, ticket times, running food and/or beverage items
* Adhere to all safety standards
* Complete all other duties assigned by Director of Hospitality and/or Assistant General Manager