



## Food & Beverage Assistant Manager

**Reports to:** Assistant General Manager

**Supervises:** Servers, Bartenders

**Classification:** Non-Exempt

### Job Summary

The primary responsibilities for this manager include the successful execution of food and beverage operations.

- This is a very hands on role.
- The Food and Beverage Assistant Manager works directly with the Food and Beverage Director, Member Events Coordinator, Club Events Coordinator, Dining Room Manager and Assistant General Manager to execute events as well as daily service in the Club's a la carte dining rooms.
- This job requires excellent member/client-relations skills.
- The employee must demonstrate tact, diplomacy, common sense, and flexibility.

### Knowledge, Skills and Abilities

- This position requires excellent organizational and detail skills.
- The employee must have excellent people skills and the ability to communicate with both members/clients and staff.
- The employee in this position may sometimes work under pressure and, therefore, should possess the ability to be flexible, to quickly rearrange priorities, and use common sense.
- Because the employee in this position deals in member relations, good grooming and social skills are a requirement.
- Experience in managing the food and beverage aspect of banquet events including room set-up and breakdown and assigning staff duties, is preferred.
- Candidate must be able to lift and move heavy objects. Must be able to work long hours on his or her feet when needed.
- Must be able to work holidays and weekends. Weekly workload varies and hours are heavier in the in-season.

### Education, Experience and Training

A minimum of a 4-year college degree is preferred with major emphasis in food and beverage or a hospitality-related area. The candidate should have a minimum of one-year experience in food and beverage execution. Experience in the club industry is a plus.

### Job Description

F&B Assistant Manager

- Develops detailed plans for execution of each catered event in conjunction with the club's Assistant General Manager, Executive Chef, Banquet Chef, Sous Chef and Club/Member Events Coordinators.
- Trains and supervises the dining room staff, effectively and regularly communicating expectations and service goals.
- Enforces established Club rules, regulations, and policies.
- Sets rooms and performs service as specified by catering function sheets.

- Works with the Dining Room Manager to coordinate personnel requirements for banquet functions and a la carte dining rooms.
- Communicates with the kitchen, food runners, and servers throughout service to ensure superior service to the membership.
- Resolves member complaints in a timely and professional manner and communicates member feedback to the Food and Beverage management team.
- Inspects all linens, glassware, china and silverware for proper appearance.
- Inspects function rooms to ensure proper maintenance of a clean and orderly area.
- Holds daily line up with the staff to ensure smooth, efficient service.
- Interprets function diagrams as distributed by Catering Department and ensures accurate set up of functions.
- Ensures employees are informed of the expected attire for each event to ensure they arrive for work in the designated uniform. Ensures the neat, cleanly appearance of employee uniforms and hygiene.
- Ensures neat and orderly clean up after each event and each daily dining room service. This includes maintenance of the assigned function room, side stations and service areas, linen room, all hallways and traffic areas and all storage areas.
- Attends Banquet Department meetings and confers with management to identify, plan, and develop methods and procedures to improve efficiency and member satisfaction.

#### **Administrative and Other Responsibilities**

- Functions as the Club's MOD and Closing Manager when assigned by the Assistant General Manager (schedule will vary from week to week).
- Completes all other tasks as assigned by the Assistant General Manager.