



Would you like to be part of something special? Lawrence Country Club offers a solid team member culture that is instrumental in the fantastic experience provided our members and guests. Established in 1914, Lawrence Country Club offers championship caliber golf, recreational sports including tennis, pickleball, and swimming. The spacious clubhouse offers an upscale culinary experience in our Upper Dining Room, and more casual dining in the Lower Lounge along with private event space. Men's and Ladies Locker Rooms are available, plus the Club enjoys a partnership with Genesis Health Club with member access to premier fitness facilities. While open year around, the Club's highest activity level is between mid-April and October.

We are seeking an experienced **Food and Beverage Manager, or Supervisor** who deems themselves ready to lead their own service team. The ideal candidate should have private club or upscale dining experience in a fast-paced operation. Passion for excellent service is a must! Outstanding leadership and communication skills are essential. You will lead your team members who are looking to be the best in the industry.

We offer a competitive salary and benefit package and continuing professional development.

- Experience as a Food and Beverage Manager or Supervisor at a similar property.
- Private club or upscale dining or experience preferred.
- Strong communication skills needed.
- Ability to establish good relationships with members and guests.
- Excellent leadership skills essential.

Job Description and Duties

Job Summary

I. Position

Food and Beverage Manager

II. Related Titles

Dining Services and Beverage Manager; Food Services Manager; Maitre d' Hotel

III. Job Summary

Responsible for all food service for the Club. Responsible for all beverage production and service for the Club. Directly oversee the main dining room and lounge as well as supervisors of all other outlets such as the bar, snack bar, beverage cart, etc. Participates in planning and implementing budgets, hires, trains, and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of Club members and guests are consistently exceeded.

IV. Job Tasks (Duties)

1. Assists in developing an operating budget for each of the department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained

2. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
3. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
4. Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized
5. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department
6. Helps plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff
7. Manages the long-range staffing needs of the department
8. Works with the Executive Chef on proposed menus for all outlets and special events
9. Establishes quantity and quality output standards for personnel in all positions within the department
10. Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
11. Researches new products and develops an analysis of the cost/profit benefits
12. Implements Club's policies and procedures for food and beverage departments. Recommends revisions as deemed necessary.
13. Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases
14. Consults with the Executive Chef, Events Director, General Manager and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost
15. Greets guests and oversees actual service on a routine basis
16. Helps develop wine lists and bottle/glass wine sales promotion programs
17. Develops on-going professional development and training programs for food service and bar production/service personnel
18. Ensures correct handling procedures to minimize china and glassware breakage and food waste
19. Addresses member and guest feedback and advises the General Manager about appropriate corrective actions taken
20. Develops interesting ways of promoting club functions in the dining room, lounge and other outlets
21. Serves as an ad-hoc member of appropriate club committees
22. Assists in planning and implementing procedures for special club events and banquet functions
23. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities
24. Monitors employee dress codes according to policies and procedures
25. Approves all product invoices before submitting to the accounting department
26. Manages physical inventory verification and provides updated information to the accounting department
27. Responsible for the proper accounting and reconciliation of the Point of Sale systems and member revenues
28. Ensures that an accurate reservation system is in place
29. Review bi-monthly payroll
30. Complete periodic china, glass and silverware inventories
31. Implement and monitor sanitation and cleaning schedules for bar outlets

V. Reports to
General Manager

VI. Supervises

Training Manager; Beverage Manager; Bartenders; Servers; Server Assistants, Beverage Cart Staff; Snack Bar Servers, etc

Please send Cover Letter and Resume to:

Michael Mally, CCM, CCE
General Manager/COO
Lawrence Country Club
mmally@lawrencecountryclub.com

No Phone Calls Please