
JOB DESCRIPTION
Food & Beverage Manager

Reports to: General Manager

Directly Manages: All Food & Beverage Employees

Classification: Regular Full-Time

Working Hours: As Required

Duties: The Food & Beverage Manager is responsible for all food and beverage production and service for the Club. Directly Supervises all food & beverage employees. Plans and implements budgets, hires, trains and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of the members and guests are consistently exceeded.

Specifically, the Food & Beverage Manager must:

- Plan for and schedule manpower, equipment, and supply requirements for the department and maintain accountability for the cost, utilization, and performance of employees and equipment.
- Maintain responsibility for the hiring, training and proficiency of employees in the food and beverage department.
- Maintain control of employee uniforms, ensuring that uniforms and name tags are worn, kept in proper condition and are readily available at all times to employees.
- Implement policies and procedures for food and beverage department.
- Maintain responsibility for kitchen cleanliness, organization, and preventative equipment maintenance procedures and standards.
- Assume responsibility for the cleanliness and proper set-up of dining room, meeting and banquet rooms, and pub/cocktail lounge and check maintenance of all equipment in these areas.
- Sell meeting and banquet rooms, meet with potential clients, showing facilities and assisting in planning as needed.
- Ensure quality levels of food and beverage products and maintain quality standards in production, services, facilities and patron satisfaction.

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- Develop the annual food and beverage budget and manage by that budget.
- Implement and monitor internal controls for the food and beverage department.
- Implement and monitor food and beverage payroll policies, procedures, and controls, with an emphasis on minimizing employee costs.
- Maintain purchase-order system.
- Maintain par-stock levels on food and beverage inventories.
- Implement and monitor ordering and receiving program to ensure proper quantity and price on all purchases.
- Maintain responsibility for sales, expenses, and profit goals as outlined in the food and beverage operating budget.
- Operate under all guidelines, policies, standards, and constraints as set by HGG.
- Implement the HGG mandatory standards of operation as they relate to the food and beverage department.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.