



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
ASSISTANT FOOD & BEVERAGE MANAGER
Hermitage Country Club
Manakin Sabot, VA

Hermitage Country Club, located in Manakin Sabot, VA (Richmond area) is seeking an experienced hospitality, food and beverage management professional to join their team as the new Assistant Food & Beverage Manager.

POSITION OVERVIEW

The Assistant Food and Beverage Manager will assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. They Ensure timeliness of food service and supervise and train dining room staff. They will manage within budgetary restraints and develop and implement programs to increase revenues through repeat business and higher check averages.

JOB SUMMARY: ESSENTIAL FUNCTIONS

- Designs floor plans according to reservations.
- Plans dining room set-up based on anticipated guest counts and client needs.
- Takes reservations, checks table reservation schedules and maintains reservations log.
- Greets and seats members and guests.
- Inspects dining room employees to ensure that they are in proper and clean uniforms at all times.
- Hires, trains, supervises, schedules and evaluates dining room staff.
- Confirms time, attendance and hours worked and approves weekly departmental payroll prior to submitting it to the Payroll Office.
- Produces daily or meal-period revenue analyses and other reports from point of sale (POS) systems used in the dining room.
- Performs daily POS closeout and tip distribution requirements (if applicable). Verifies proper distribution of tips and hours for employees and submits to Payroll Office.
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Receives and resolves complaints concerning dining room service.
- Serves as liaison between the dining room and kitchen staff.
- Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- Assures the correct appearance, cleanliness, and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Makes suggestions about improvements in dining room service procedures and layout.
- Trains staff on all aspects of the POS system.
- Develops and supervises the revenue control system.
- Assures that the dining room and other club areas are secure at the end of the business day.
- Maintains an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls, and linen, and ensures that they are properly stored and accounted for.
- Develops and maintains the dining room reservation system.
- Develops and implements an ongoing marketing program to increase dining room business.
- Monitors dining room labor and supplies budget; makes adjustments to achieve financial goals.
- Utilizes computer to accurately charge members, create forecast and revenue reports and write correspondence.



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- Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and to control costs.
- Assists in service and tableside cookery, as needed.
- Attends scheduled staff meetings.
- Plans operating budget for dining service responsibilities.
- May serve as club's opening and closing manager or manager on duty.
- Works with Executive Chef to update, review and print weekly menu changes.
- Assists in developing wine lists and beverage promotions.
- Tracks wine sales.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Performs other appropriate assignments and projects as required by the Assistant Clubhouse Manager.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Responsible for management of dining room service in the main clubhouse.
- Maintains a high level of member contact throughout service hours.
- Knowledge of and ability to perform required role during emergency situations.

BACKGROUND/EXPERIENCE

- High school diploma or GED required.
- A four-year college degree in Hospitality is preferred.
- Three years of dining room supervisory experience in private club.

PHYSICAL REQUIREMENTS, WORKING CONDITIONS, AND OTHER FACTORS:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environments.

REPORTS TO

- Assistant Clubhouse Manager

DIRECT REPORTS

- Galloway Grille, 1900 Tavern, and Terrace Food & Beverage Staff.
- Pool Food & Beverage Staff.

THE CLUB OFFERS

Salary range is from \$65,000 - \$70,000, commensurate with qualifications and experience.

- The Club, along with the typical CMAA benefits, offers an excellent bonus and benefits package to include:
- Performance bonus of up to 10% of annual salary.
- 3 weeks of PTO, effective immediately.
- Cell phone reimbursement.
- Club will pay premiums for family medical coverage.
- Annual National/ Local CMAA Membership.
- 401 eligibility after 1 year of employment.
- Relocation assistance (negotiable).



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CLUB OVERVIEW

Hermitage Country Club is a country club located in eastern Goochland County, in the Richmond, Virginia area. The Club was founded in 1900 by Berkely Williams, making it the 4th oldest country club in Virginia. At Hermitage Country Club, the membership experience is only as good as the level of service provided. This experience is heavily reliant on the extraordinary people who proudly serve in the dining room, the cart barns, the maintenance facilities, and the administrative offices.

CLUB DETAILS

- 1225 Total Members
- 8 Membership Categories: Full Golf (Family, Single, Legacy), Reverse Legacy, Junior Associate, Social/Athletic, Non-Resident, Junior/Student
- \$25,000 Initiation Fee
- \$12M Annual Revenue
- \$6.5M Annual Dues
- \$2.5M Annual Food & Beverage Revenue
- Amenities include Golf, Tennis, Fitness, Spa, Aquatics Center, Junior Programs, Dining, Events & Wedding facilities
- 8 Standing Committees
- 11 Board members
- Website: <https://www.hermitagecountryclub.com>

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