



Austin Country Club - Austin, Minnesota Food & Beverage Manager

Austin Country Club is excited to announce the exceptional career opportunity of Food & Beverage Manager. Qualified candidates will thrive in a hospitality environment and be highly focused on providing superior service in a fun and professional environment to the clubs managed by Troon.

Facility Description:

The Austin Country Club in Austin, Minnesota, is looking for a Food & Beverage Manager. The Club was founded in 1919 by George A. Hormel, the first Club president and founder of the Hormel Foods Corporation. The Austin Country Club is a member-owned, private club with a well-kept, heavily wooded, picturesque 18-hole golf course that plays through towering pines and majestic oak trees with the menacing Dobbins Creek strategically snaking through the course to catch any errant shots. The tree-lined fairways are lush, and the greens are small and speedy requiring accurate iron play and a smooth and steady putting stroke. This is a fun and challenging course for players of any skill level. There is a driving range, practice bunker, chipping green and 3 practice putting greens as well as other amenities that make it the complete country club experience. The beautiful full-service clubhouse is on two levels with locker rooms, member restaurant & bar and dining room/banquet area for up to 300 guests. The club also has two lighted hard surface tennis courts as well as two pickleball courts and a new resort style pool with zero entry pool and a water slide as well as a full service kitchen and cabana bar at the pool. The Club has had many long tenured management team members over the years and the current team is continuing to enhance the member experience. Furthermore, the Club just completed a \$5.2 million dollar renovation of the facilities as of December 2022. Future enhancement is part of the ongoing improvement process and will be added as demand and financial resources are accumulated. Austin is the home to Hormel Foods Corporation World Headquarters, a Fortune 500 company. Austin is a wonderful city that has been growing and undergoing many changes that are being directed by many grass roots efforts and forward-thinking leaders at the local government level that continue to enhance the community. Austin has great public and private school systems as well as a wonderful community college, a Mayo Clinic health care facility and is a wonderful place to raise a family. Austin is conveniently located on the I-90 corridor and is located just 35 miles southwest of Rochester the home of the world-famous Mayo Clinic and is also only a short drive to the Twin Cities of Minneapolis/St. Paul metropolitan area.

Club Facts:

Number of Members:

300 Total; Full Golf Members – 210; Social/Dining Members - 90

2021-2022 Food & Beverage Sales:

\$730,000; \$508K in A La Carte; \$222K in Banquets

2022-2023 Food & Beverage Sales Budgeted:

\$980,000; \$586K in A La Carte; \$394K in Banquets

Position Description:

SUPERVISES:

FOH Service Team & Banquet Team to include waitress/waiters, host/hostess, bar manager, bartender(s), beverage cart, snack bar, coat check & valet parkers.

JOB SUMMARY:

Responsible for banquet sales and the overall supervision of the FOH service team (food & beverage), snack bar and banquet operations. Oversees the work of service team to ensure a quality food service operation. Is a direct service employee who serves food and beverages to members and guests. Responsible for the control of labor costs and the preparation of operating budget for the food & beverage operation including banquets.

WORK PERFORMED:

1. Prepares work schedules for team. Verifies recorded hours against scheduled hours and reconciles payroll records to include charged and cash tips.
2. Recruits, hires and trains FOH service team in accordance with established operating procedures.
3. Organizes and oversees the work of FOH service team.
4. Orders linens for the dining room & banquet operations. Coordinates with linen supplier to resolve problems. Special orders linens for special parties in accordance with banquet party contract. Responsible for control of linen cost.
5. Oversees monthly inventory and ordering of all alcoholic and nonalcoholic beverages, snack bar and bar sundries items for month end financial reporting and payment to vendors.
6. Inspects team members as to their appearance to ensure club standards are adhered to.
7. Schedules periodic FOH team meetings to cover proper procedures for food and beverage service, wine seminars, safety training, and club policies.
8. Greets and seats members and their guests in dining areas. Presents menus, wine lists and daily specials. Serves cocktails, wine, food and beverages to members and guests as required.
9. Inspects dining/banquet areas for proper set up.
10. Directs and organizes banquet service on the floor. Directly serves cocktails, wine, food and beverages to guests during banquet service.
11. Handles member complaints to their maximum satisfaction. Keeps General Manager informed of any complaints.
12. Practices the art of meeting and talking with members in a friendly, professional and tactful manner and maintains good public relations. Most importantly, learn the names of members.
13. Promotes dining area safety and files all accident reports in a timely fashion.
14. Accept calls/emails and respond to calls/emails for inquiries regarding banquet bookings and schedules and keeps master calendar updated.
15. Meet with prospective banquet guests to determine arrangements and menu. Price banquet functions in accordance with established menus and club guidelines as well as consult with Executive Chef if needed.
16. Responsible for banquet set-up and service in accordance with banquet contract.
17. Oversees all banquets and special parties ensuring that the sponsor's instructions are followed.
18. Provides accounting with private party billing information.
19. Responsible for generation of BEO's for events and obtaining the guaranteed number for private parties and communicating this to the culinary team to ensure adequate staffing and production to meet the guests' requests.
20. Organizes club special events in conjunction with the rest of the management team.
21. Prepares annual operating budget for department and submits to General Manager for incorporation into the club income and expense operating budget. Works within the framework of the established budget, striving to improve the operation.

22. Conducts reviews of personnel and recommends pay increases to the General Manager as appropriate.
23. Coordinates with Superintendent regarding maintenance requirements.
24. Meets with FOH service team daily to keep them informed of promotional activities and daily specials.
25. Orders service staff uniforms. Recommend uniform apparel changes to the General Manager.
26. Works on special projects as assigned by the General Manager.
27. Attends committee meetings as assigned by the General Manager.
28. Insures adequate stock on hand of stemos, lantern fuel, candles, batteries, coat check/valet tickets and other operating supplies.
29. Controls reservations to ensure proper staffing and prevent overbooking.
30. Relay member feedback to the rest of the management team.
31. Attend weekly staff meetings and other meetings as requested by the General Manager.

REQUIREMENTS TO INCLUDE:

- Prior country club experience is preferred, but not required. Experience as a Food and Beverage Manager, Assistant Manager, Dining Room Manager or comparable in a full-service club, resort, restaurant, or hotel will be a great fit for our team.
- Previous event planning and event execution experience is preferred.
- Motivated, energetic, and friendly; dedicated to the profession of hospitality and ready to make a commitment of loyal service to the club's members and guests.
- True passion for food and beverage and superior service.
- Knowledge of wine and wine service.
- Familiarity with NorthStar (or similar restaurant or club software)
- A career path marked with a logical progression of title and responsibility along with some stability and tenure in that progression.
- Excellent verbal and written communication skills.
- A hospitality or related degree is preferred

This description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

Resumes with cover letters will be accepted until the position is filled but **MUST INCLUDE References & Compensation History**. The position hiring target date is March 13, 2023, or sooner if possible.

A competitive compensation package with a full benefits package including relocation (if necessary) will be offered to the successful candidate that includes a percentage of banquet sales. The Club will pay usual and customary fees associated with interviewing.

Resumes can be submitted via e-mail to:

William J. Budion, CCM at wjb@austincountryclub.net

Or

Via US Mail to:

Austin Country Club

Attn: William J. Budion, CCM

Post Office Box 474

Austin, Minnesota 55912

NO PHONE CALLS PLEASE