



Effective February 2023

An Equal Opportunity Employer

Food & Beverage Manager

ABOUT THE CLUB

Town & Country Club is a private social and golf club located on the bluffs of the Mississippi River, just ten minutes from both downtown St Paul and Minneapolis. Member amenities include Golf, Tennis, Pool, and Fitness. Featuring five areas for member dining and banquet and meeting facilities, our club is a place for family and friends to assemble, a place where memories are made. The Club is open to non-member events, such as weddings, family celebrations, business meetings and golf tournaments. Town and Country Club seeks out the top prospects for employment. Our staff members are employed to continually enhance the traditions of excellence at Town & Country. Our goal is for our staff to provide superior services in every department of the Club.

POSITION SUMMARY

The Food & Beverage Manger is primarily responsible for management of member dining staff and the day to day functions of member dining areas. Reports to the Assistant General Manager. The F&B Manager will ensure food and beverage are being served in professional and timely manner. This position will be responsible for monitoring set up and maintenance of department to ensure all side work is complete. The F&B Manager will provide leadership to service staff, assist in hiring and training staff, assist with bar and dining room service. The work schedule will include nights and weekends or holidays based on scheduled events or club necessity. May be scheduled to work indoors or outdoors in a variety of weather conditions.

ESSENTIAL DUTIES/RESPONSIBILITIES

- Responsible for compliance of all Club, State, and Federal rules and regulations governing the use of Town & Country facilities
- Comply with state/federal regulations regarding wage and hour and state/local laws pertaining to alcoholic beverages
- Provide first class customer service with the utmost professional integrity
- Hire, train, supervise member dining staff per direction of Assistant General Manager
- Responsible for staffing member dining areas, record keeping, tracking spending helping maintain the budget
- Serve as liaison between serving staff, bar staff and kitchen staff

- Direct daily pre-service meeting
- Ensure all service employees dressed in proper uniform
- Problem solve and handle complaints concerning food, beverage, or service
- Position requires walking and standing most of the working day
- Assists other managers and departments as assigned by Assistant General Manager
- Other duties as assigned

QUALIFICATIONS

- Post-secondary education in Hotel and Restaurant Management or equivalent experience in restaurant or bar management
- Ability to quickly identify problems, analyze potential solutions and react to solve situations
- Working knowledge of Microsoft Office Suite
- Effective communication skills
- Ability to multitask
- Proficiency or ability to learn IBS Software