



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

**Position Available:**  
**FOOD & BEVERAGE MANAGER**  
**THE BEACH CLUB**  
Santa Monica, CA

## **JOB PROFILE**

The Food and Beverage Manager is responsible for the food and beverage service departments; including assisting in hiring staff; scheduling; training; supervision of food and beverage supervisors, and front-of-the-house operations on a day-to-day basis. Ensure the Club's service standards are being delivered by the food and beverage service team and that member satisfaction is achieved. Maintain a high level of service and visibility on the floor to assure that the wants and needs of the Club's members and guests are consistently exceeded.

## **ESSENTIAL JOB FUNCTIONS**

This job description in no way states or implies that these are the only duties to be performed by the associate occupying this position. Associates will be required to perform any other job-related duties assigned by their supervisor.

- Work closely with the Assistant GM/Director of Food and Beverage to interview, select, train, and set standards, supervise, counsel, praise and/or discipline staff for the outstanding performance and efficient operations of the dining rooms, bar, and events. Responsible for the implementation of training plans to ensure high-quality presentation and level of service within the department. Organize and conduct pre-shift and departmental meetings communicating pertinent information to the staff, such as special events and menu changes. Schedule and direct staff in their work assignments, while managing various dining rooms and special events.
- Review all written Banquet Event Orders and Tournament Write-Ups to determine appropriate staffing levels, rooms/station assignments, floor plans, and service plans as they relate to banquets, tournaments, and room set-ups.
- Responsible for assisting in the Club's day-to-day beverage operations/programming including maintenance of the wine, beverage lists, and inventories. Support member requests for wine in the dining rooms or at their private events at the Club. Enforce Club policies as it relates to beverage service and control.
- Interact positively with members promoting events and services. Resolve problems to the satisfaction of involved parties. Answer telephone in a clear voice, coordinate and documents reservations. Facilitate communications with all departments to ensure needs are met.
- Work closely with the Assistant GM/Director of Food and Beverage to monitor and take corrective action as necessary to main the fiscal budget. Develop and implement departmental standards with the supervisory team to ensure Club service is held in high standards, making them representatives of one of the finest Clubs in the country. Delegate training responsibilities to ensure all food service personnel receive adequate training and can perform at desired levels for all skills as defined by their respective positions. Help to implement and provide monthly safety and continued safety training such as ServSafe, TIPS, and First Aid/CPR/AED to appropriate staff members.
- Work closely with the Housekeeping department to coordinate the appropriate and timely setup of all functions and meetings while maintaining standards of food, beverage, and meeting specifications. Communicates all daily activities, in person or by log, to staff to ensure a smooth transition and follow-up from one shift/day to another.



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- Provide POS training as needed.
- Interact with the Executive Chef and Kitchen staff, Catering, Housekeeping, and other Club departments and personnel to ensure synergy for all food and beverage services.
- Inspect to ensure all safety, sanitation, energy management, preventative maintenance, and other standards are in place and consistently met. Ensure all standard operating procedures for revenue and cost control are in place and consistently utilized.

#### **ADDITIONAL DUTIES**

In addition to the performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the Club.

- Provide direct service to members as needed including but not limited to, serving tables, bussing tables, seating guests, and general cleaning duties.
- Participate in food, beverage, plates, glassware, silverware, and linen inventories regularly.
- Maintain good working relations with preferred vendors of the Club and ensures adherence to policies and regulations.
- Attend all department and Club meetings as necessary.
- Ensure all legal requirements are constantly adhered to including wage and hour and federal State and/or local laws pertaining to alcoholic beverages and assist as necessary.

#### **QUALIFICATIONS**

The individual must possess the following knowledge, skills, and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of knowledge, skills, and abilities.

- Excellent communications skills both written and oral
- Advanced wine knowledge relating to service and inventory management
- Skilled with MS Office, including Outlook, Word, Publisher, and Excel
- Ability to supervise subordinate staff, including, but not limited to, assignment of duties, evaluating service, and taking disciplinary action when necessary
- Ability to maintain ongoing professional development and training programs for the dining room staff
- Ability to engage with members as well as staff and be especially empathetic to the needs of both constituencies
- Ability to prepare and analyze data, figures, and transcriptions prepared on and generated by computer
- Knowledge of food including its preparation and service.
- Budgetary analysis capabilities.
- Knowledge of food service techniques and cost controls such as manpower, productivity, food cost, and other expenses.
- Working knowledge of federal, State, and local laws (California) governing equal employment opportunity and civil rights, occupational safety and health, wage and hour issues, and labor relations, including, but not limited to the following statutes and their comparable state and local laws (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA/CFRA, and NLRA



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#### EDUCATION & EXPERIENCE

- High School Diploma or equivalent.
- Bachelor's degree preferred, but not required (ideally hospitality based).
- Minimum 7 years of food and beverage service experience in a restaurant, Club, or hotel (2-3 years of which should be dining room management experience).
- Private Country Club environment preferred.

#### PHYSICAL/ENVIRONMENTAL DEMANDS

- Most work tasks are performed indoors. Temperature generally is moderate and controlled by Club environment systems; however, must be able to work in extreme temperatures like freezers (-10°F) and outdoors (110 °F), possibly for one hour or more.
- Position requires walking and giving directions most of the working day. The length of time of these tasks may vary from day to day and task to task.
- Must be able to exert a well-paced ability to maneuver between functions occurring simultaneously.
- Requires grasping, writing, standing, sitting, walking repetitive motions, bending, climbing, listening, and hearing ability and visual acuity.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors, and subordinates.
- Must be able to lift up to 25 lbs. on a regular and continuing basis.
- Must be able to lift trays of food or food items weighing up to 15 lbs.
- Must be able to push and pull carts and equipment weighing up to 50 lbs. occasionally.
- Must be able to bend, stoop, squat, and stretch occasionally.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.
- Requires manual dexterity to use and operate all necessary equipment.
- Must have finger dexterity to be able to operate office equipment such as computers, printers, multi-line touch tone phones, filing cabinets, photocopiers, and other office equipment as needed.

#### COMPENSATION AND BENEFITS

Salary range of \$80,000 - \$90,000, commensurate with experience and qualifications. The Club offers excellent benefits including medical, dental, vision, life insurance, AD&D, 401K, vacation, paid sick leave, etc.

#### REPORTS TO

Assistant General Manager/Food & Beverage Director

#### OTHER

**Grooming:** All employees must maintain a neat, clean, and well-groomed appearance by Club standards. Professional business attire is required.

**Note:** Although this job description in no way states or implies that these are the only duties to be performed by the Team Member occupying this position, a review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Team Members will be required to perform any other job-related duties assigned by their supervisor. All duties and requirements are



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essential job functions, and subject to possible interactive discussion and reasonable accommodation for individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. This description may be changed, modified, or edited at any time based on the demands of the business.

#### **CLUB OVERVIEW**

In January of 1923, a group of foresighted businessmen, drawn together by their common recreational use of, and appreciation for, the spectacularly beautiful Santa Monica beaches, met to discuss the possibility of purchasing land and building a new clubhouse directly on the beach. And so... The Beach Club was conceived. At its core, The Beach Club is a warm and welcoming hub for family-centric, multi-generational dining, a casual and inviting culinary-focused destination supported and enhanced by assorted beach activities (such as volleyball and surfing), paddle tennis, and numerous fitness/training/wellness opportunities. The members have a long history of enthusiastically supporting a variety of culinary, beach, athletic, and social events, including seasonal functions, annual parties, and assorted member gatherings—and are eager to participate in creative, new options and opportunities.

Now, with its 100th anniversary firmly in sight and a major aesthetic renovation and structural restoration of the classic “beach-style” clubhouse just completed and enthusiastically received by the membership, the club will complete its \$20 million “Heart of the House” renovation project in the summer of 2023, completely replacing the kitchen area, main bar area, and staff areas.

#### **CLUB DETAILS**

- 760 members
- 4 membership types
- 3 dining areas, including Grill, A la Carte Dinner, Main Bar
- Total Club Revenue - \$11-12M
- Total F&B Revenue - \$3M-4M
- Amenities and programs include Paddle Tennis, Pickleball, Bocce, Water Sports, Volleyball
- The Club currently has 60 full-time employees and 30 part-time employees, not including seasonal help.
- Governance: The Board consists of 9 members on rotating 3-year terms.
- 8 Standing Committees

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