



POSITION: ASSISTANT FOOD & BEVERAGE DIRECTOR

REPORTS TO: FOOD & BEVERAGE DIRECTOR

Located minutes from downtown Minneapolis, MN, The Minikahda Club is much more than a collection of amenities. Founded in 1898, The Minikahda Club is the oldest country club west of the Mississippi and a premier club in the region. The Club experience is focused on providing superior social and recreational experiences based on the values of family, fellowship, integrity, respect, and inclusiveness.

The Club offers multiple dining rooms for every gathering, from the formal Dining Room and intimate patio overlooking Lake Bde Maka Ska, to a family friendly Grille as well as 1898, the newly added adult-only bar with beautiful views of the lake and downtown Minneapolis. Multiple outdoor terraces and a deck with spectacular views highlighted by incredible cuisine prepared by our culinary team are all part of why Minikahda members and guests consider The Minikahda Club one of the best places to dine in the Twin Cities. The Club also boasts a beautiful ballroom for significant life or member events. Indoors, outdoors, big or small, whatever the need, we are humbled and honored to serve our members and guests.

Job Summary

The Assistant Food and Beverage Director will primarily be responsible for assisting the Food and Beverage Director in the day-to-day operation, including but not limited to supervision of front of house staff, planning and executing member events, and full responsibility of food & beverage department. Responsible for assuring the highest standards of service are met including appearance, hospitality of service staff, meeting and then exceeding member expectations in all regards.

Job Tasks:

- Assist the Food & Beverage Director in supervising the Restaurant Managers, Banquet Manager and the service staff in all areas of club to ensure that high level of service is being delivered consistently to our members and guests. Ensure associates clearly understand performance expectations and create assigned tasks that are reasonable, well-conceived and appropriately conveyed. Provide resources necessary to allow employees to perform their jobs effectively and efficiently.
- Assist the Food & Beverage Director in recruiting, hiring, training and supervising service staff to be effective team members delivering excellent service across the club. Ensure that an effective orientation and onboarding program exists in all areas of dining, along with consistent professional development and training. Create, conduct, and oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items, sanitation, team building and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Works with the Food & Beverage Director, Executive Chef, Catering Director, and Assistant General Manager on the development and creation of club sponsored events.
- Has a strong and highly visible presence with the membership and the staff. Must be a collaborative team player who is willing to be “hands on” when necessary but understands when to step back and lead the team.
- Strives to maintain a collaborative and harmonious relationship between the front and back of the house that openly communicates and works together to create solutions to problems/obstacles that the food and beverage department face.

- Establish and consistently enhance standard operating procedures and processes for all dining and banquet areas. Understands the need to review policies and procedures to create a more efficient, organized, and consistent member experience.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with member satisfaction goals. Monitor payroll and labor resource allocations to make certain they are in line with financial forecasting and goals.
- Reviews and analyzes various financial results/reports to monitor overall food and beverage performance and take corrective action as needed.
- Assures the correct appearance, cleanliness, and proper set-up of the dining rooms. Checks the maintenance of all equipment in the dining rooms and reports deficiencies. Pays special attention to the overall appearance of the operations and understands the need to have spaces be “member ready.”
- Monitors the ordering and receiving for beverage products to ensure proper quantity and price on all purchases. Is responsible for the management of beverage inventories and purchases.
- Enforces rules, guidelines, policies, and procedures as outlined in Employee Handbook as well as Membership Handbook and those also established by management.
- Contributes to daily pre-shift meetings regarding food & beverage department updates as well as service reminders.
- Follows documented sanitation guidelines and assures that all laws applicable to food & beverage operations are consistently followed.
- Knowledgeable about food, beer, wine, liquor and service. Is involved in the development and enhancement of our beverage program.
- Other duties as assigned.

Job Required Skills/Abilities:

- Three to five years of experience as a food and beverage manager in a country club setting or a high volume/high service hotel or restaurant. Candidates with club experience are preferred, but not required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to manage personnel and members.
- Friendly presence and professional attitude with a polite and outgoing personality preferred. Always dresses and conducts themselves in a professional manner.
- Extremely proficient with Microsoft Office or similar software with the ability to learn new or updated software.

Working Environment:

Position requires standing for several hours at a time, moving up and down, inside and out depending on the needs of the members and employees. Lifting of boxes or deliveries may be required as needed. The hours of position vary and involve weekends and holidays.

Employee Benefit Plan:

Medical, dental and vision coverage, 401k plan with generous club match, CMAA dues and continuing education, PTO, and meals.

Compensation based on experience.

Cover letters and resumes are to be eMailed to Nicole Eller, Food & Beverage Director at Neller@theminikahdaclub.com .