



Job Title: Food and Beverage Manager
Department: Food and Beverage (F&B)
Reports to: Food and Beverage Director / General Manager
Direct Reports: Service Staff, BOH Staff, Sous Chefs, Cooks,
Wage Range: Base Salary of \$42,000 - \$60,000 Plus Incentives TBD by experience
Operation Dates: This is a full-time year-round exempt position.
Business Type: World Class Destination semi-private Golf Club

Mission: "TO CREATE AN UNFORGETTABLE EXPERIENCE THAT TOUCHES THE SOUL OF ALL WHO JOURNEY HERE"

THE PRAIRIE EXPERIENCE!

We are looking for individuals that live our Core Values: Excellence, Integrity, Accountability and Service. We believe that the key to our success is directly related to the quality and dedication of our people and their ability to contribute to our team that will deliver unparalleled service to our members, guests, business partners and team members. A big part of who we are and who we strive to become is dependent upon YOU.

JOB PURPOSE

The F&B Manager is responsible for the daily operation of all food and beverage outlets and coordinates with the F&B Director and Chef to provide courteous and timely service to guests by performing the following duties personally or through subordinate supervisors. The F&B Manager is also responsible for keeping the lines of communication open and reporting to the F&B Director and/or the General Manager. The Prairie Club is a high-end destination semi-private golf operation that has 46 holes to offer to its members, their guests, and the public along with the other amenities we offer.

DUTIES AND RESPONSIBILITIES

❖ BUSINESS

- Ensure that superior standards of food service and quality always meet or exceed the the expectations of our members, their guests, and our public guests.
- Manage and order all inventory of liquor, beer, wine, and food. All F&B Managers will be held fiscally responsible and included in the annual budgeting process along with conducting monthly physical inventories of all cost items.
- Staff for and oversee daily restaurant operations along with all planned or special events. The F&B Manager is also responsible for staffing and overseeing the daily operation of our halfway houses.
- Fully knowledgeable in our POS system. Must coordinate training, implementation, and design/create new menus through our Resort Suite System.
- Responsible for enforcing proper cash handling procedures for the F&B department; ensuring funds are collected, accounted for in a timely manner.
- Must be able to execute reports on a daily, monthly, and annual basis.
- Hire, train, and schedule F&B staff along with educating them regarding F&B expectations.
- Manger will Perform seasonal performance evaluations and exit interviews along with coaching and training all staff through the season.
- Establish goals for measuring sales, revenue, new projects, and business development.

❖ PEOPLE

- Be Hospitable and provide excellent customer service to our members, their guests, the public guests, and our team members.
- Lead by example, creating a fun and stable environment; setting a benchmark of performance in the areas of innovation, motivation, and animation, encouraging team members to be successful, including corrective actions when necessary.
- Perform other duties and responsibilities as assigned.
- Meet with staff at all levels to plan for future F&B functions as well as the needs of the current expectations.
- Maintain effective communication between all members regarding F&B issues and concerns. Communicating the core values and mission of The Prairie Club is vital to the achievement of company goals.
- Spontaneously recognize and celebrate team members' success.
- Accept personal responsibility for decisions and actions.

QUALIFICATIONS

- Three to five years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, guests, and the public.
- Ability to define and solve problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Food Handlers Card and Completion of Alcohol Training Program. (Serve Safe and NE TIPS)
- Written and verbal communication skills. Food and catering/banquet knowledge. Knowledge of service standards for both fine dining and casual dining. Cash, time, and dispute resolution management are all a must.

WORKING ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is: frequently exposed to harsh weather conditions, hazardous materials, sharp objects, slippery surfaces, hazardous noise, and mechanical/electrical hazards.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the F&B Manager. Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.
- Continuous standing, walking, and using your hands to touch, handle and feel objects. Frequent stooping/bending and pushing and pulling objects with and without wheels. Frequent need to lift and/or move up to 25 pounds. Near and far vision as well as good depth perception and color vision are important. Frequent need for endurance. There is a continuous need to hear and talk in both noisy and quiet surroundings. Continuous use of senses.

OTHER WORK REQUIREMENTS

- Holiday and weekend work, a must. Flexibility to change without prior notice.
- Our Season Starts the second Thursday in May and ends the second or third week of October. Once our seasonal business ends, we need to Plan/Prepare for our coming season, this planning happens during the Off-Season, but with a lighter schedule and an opportunity to take extended time off. The bulk of our season begins in March and ends with our season end responsibilities around late October.

- The Prairie Club is in the north central region of the Nebraska Sandhills. The F&B Manager should enjoy rural and small-town life atmosphere.

COMMITMENT TO COMMUNITY AND THE ENVIRONMENT

- As a member of the Leadership team of The Prairie Club, it is imperative to monitor and maintain up to date knowledge of the social, economic, and political climates in which we operate our business. It is expected that the Food & Beverage Manager will uphold and mentor community support through involvement in organizations or charitable events.
- One of the strong ethics by which The Prairie Club conducts business is through the integrity and commitment to the environment in which we live and work. At all times the Food & Beverage Manager will be cognizant of the treatment of our daily environment by upholding strong ethics in products used, displayed, and disposed of.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

I have received and read the job description for the position of **F&B Manager**. I fully accept the responsibilities as defined by this job description.

Sign: _____

Date: _____

Supervisor: _____

Date: _____

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.