



**Windsong Farm Golf Club** is an elite level, private, golf course located in Independence Minnesota. Windsong Farm Golf Club is constantly expanding. Most recently, the course is expanding from 18 holes to 36 holes by next season. Striving to create more spaces for our members to enjoy, there is a second dining experience on the second course. Windsong Farm Golf Club has expanded to more than 300 members and only hopes to continue growing. There are many opportunities at Windsong Farm to go above and beyond for co-workers, members, and guests. Striving to provide an immaculate experience and hospitality.

### **F&B Manager**

**Reports to:** Director of HR, OE and Clubhouse Operations

**Supervises:** F&B Operations

**Classification:** Exempt

We are seeking a highly motivated and experienced F&B Manager to lead our food and beverage operations.

F & B Manager will be highly visible to the membership with oversight of daily food and beverage operations as well as assist with member events and private events. This position will lead the Dining Room/Bar Staff, Comfort Station Attendeeds, Chef and be responsible for all F&B in the Clubhouse, Murphy House, Comfort Stations and future expansion. The Clubhouse Manager is responsible to establish service standards, F&B profitability, hold staff accountable to service standards and be responsible for continual training of staff. The successful candidate will work collaboratively with the F&B staff to ensure best possible member experience in dining and events.

### **Education and/or Experience**

- Four- or two-year college or university degree in Hospitality Management or Culinary Arts.

- · Five years' experience in a similar position at a fine dining or club environment.
- · Experience supervising a staff/team of servers, bartenders, and kitchen staff.
- · Past events planning and coordinating experience, preferred.

### **Job Knowledge, Core Competencies and Expectations**

- Effective communication through all department levels and throughout club
- Event planning and coordination
- Ability to create an engaged and collaborative team
- Menu design
- Always conducts himself or herself in a responsible and professional manner while at or away from the club and encourages other staff members to do the same to reflect the proper image of the club throughout the community.
- Marketing and promotions
- Wine, spirits, and bar operations
- Point-of-sales systems
- Strong interpersonal and organizational skills
- Polished, professional appearance and presentation
- Knowledge of and ability to perform required role during emergency situations
- Must be honest, respectful, dedicated, ethical, caring, have a positive attitude and a strong work ethic.
- Must have excellent time-management skills, be detail-oriented, and have strong follow-through skills.

### **Job Tasks/Duties**

#### **Front of the House/Kitchen/Comfort Stations**

- Responsible for overall service levels in the Clubhouse, Comfort Stations, & future expansion. Consults daily with the staff to help assure the highest level of member satisfaction at minimum cost.
- Helps plan and approves external and internal marketing and sales promotion activities for the dining room, comfort stations and special club events.

- Responsible and oversees the training of servers, comfort station attendees and bartenders.
- Work with the Head Chef on menu items, pricing, and menu designs for all dining room & special events. Work with the Bartenders to create wine lists.

### **Special Events**

- Work with the Events Coordinator for member special events, banquets, luncheons, meetings, weddings, dances, and other social events; obtains pertinent information needed for event planning.
- Help promotes, advertises and markets the club's social event to all members.

### **Inventory/Cost Control/Accounting/Compliance**

- Set standards for proper portion control in the serving of food, drinks, and wine.
- Responsible for providing the best possible member's experience in collaboration with the P&L results.
- Oversees ordering all products related to the operation of the kitchen and bar.
- Provide a monthly kitchen and bar inventory to accurately monitor costs.
- Monitor food and beverage costs and adjust prices to keep costs in line with the budget.

### **Customer Service**

- Greet and get to know the members to provide the best possible guest service.
- Identify customers' needs and respond proactively to all their concerns.
- Create and maintain procedures for an excellent standard of service.
- Addresses member and guest complaints and advises the Owner about appropriate corrective actions taken.
- Willingness to step in and function in any position within the department.

### **Staff**

- Partner with Human Resources on the department's long-range staffing needs.
- Assists in recruitment, training, supervision, and termination of clubhouse staff.
- Ensure a safe and harassment free working environment for all employees.

**Manager:**

- Greets members and guests and invite them to return.
- Assures that the dining room and other club areas are secure at the end of the business day.
- Ensure a safe and harassment free working environment for all employees.

**Licenses and Special Requirements**

- Food safety certification.
- Alcoholic beverage certification.

**Work Hours**

- During the golf season, the work week is 6 or 7 days per week (depending on events) off-season, the work week is Wednesday – Sunday with shortened hours each day.

Qualified, interested candidates should email their cover letter and resume to Carrie Klinkner, Director HR, OE and Clubhouse Operations at [cklinkner@wsfarm.com](mailto:cklinkner@wsfarm.com)