



Dearborn Country Club

Food and Beverage Manager – Job Description

Summary:

The Food and Beverage Manager is charged with the direct responsibility of all facets of food and beverage including service, staffing/personnel, menu mix, vendors, bar/banquet beverage ordering and sales, inventory, costs and maintenance of these within established budget thresholds.

The Food and Beverage Manager will be directly responsible for establishing, training and measuring the standards for performance in all areas of food and beverage service.

Individual Qualifications:

A dynamic personality with a Bachelors Degree in a related field or a minimum of five years experience in Food and Beverage management/leadership at a high profile property is required. Demonstrable communication skills with a solid understanding of financial reports, computer skills, back office software knowledge such as Club Essentials, MICROS, JONAS, Squirrel, Members First etc. is required. The proven ability to interact with high profile and C suite level individuals with ease and comfort is essential. Fastidious attention to detail and must present a polished professionalism at all times.

Essential Responsibilities:

- Accuracy of beverage inventories within the established thresholds of the Club.
- Final interview and review of all F&B staff.
- On boarding, CE and review of all F&B staff.
- Oversight and review of any F&B interns.
- Work in unison with the Executive Chef in all menu development/content/mix.
- Creation, implementation and maintenance of vibrant and innovative beverage program.
- Purchasing through approved vendors of all FFE related to food service throughout the Club and in accordance with budgets.
- Maintain appropriate staffing levels and labor costs within the established thresholds of the Club.
- Review, analysis and oversight of reports and the financial performance of this department making changes when and where appropriate.

Additional Responsibilities:

- Monitor market trends and prices which impact menu mix/offerings and margins.
- Direct connection with membership via a feedback conduit to further refine offerings and services.
- Maintains consistent levels of staff discipline, evaluations, addressing member concerns and create solutions for them.

- Effective and constant communication with all members of the management team regarding this department.

Contact Bruce P. Lilley, General Manager, to apply at blilley@dearborncountryclub.net