



# Inverness Golf Club Seeks:

102 North Roselle Road Inverness IL. 60067

## Food and Beverage Supervisor

Available: Immediately for 2019 Season

Status: Full Time

Work Hours:

- 40-60 hrs week during peak season
- 40-45 hrs week during shoulder season.
- Closed for 6 weeks from January to March

Inverness Golf Club is seeking a Food and Beverage Supervisor that is responsible for management of dining room services.

### Duties/Responsibilities:

Directs pre-shift meetings

Responsible for orientation and training for new staff

Carefully supervises staff to ensure high levels of service

Develops on-going training programs for service and bar production/service personnel

Helps develop all aspect of beverage service including wine, beer and liquor

Monitors the ordering and receiving program for beverage for all areas of Food & Beverage

Ensures pre-opening and closing cleaning tasks are assigned and completed

Responsible for closing the clubhouse at end of shift

Any and all other duties as requested by the Clubhouse and /or General Manager

### Preferred Qualifications/Requirements:

Associates Degree or greater

Minimum of three years' food and beverage experience

Have excellent knowledge in food service and etiquette

Must have a professional presence, and upbeat extrovert type of personality.

Management Food Handler Certificate, Alcohol Basset Certificate and Food Allergen Certificate.

Must be able to lift up to 50 pounds, stand and walk for long periods of time

Must have command of the English language written and spoken

Supervises: Servers, Bussers and Bar Staff

Reports to: Clubhouse Manager

Compensation: Commensurate on experience

Full Benefits Package Available

Please send all inquiries to:

Haley Swanson: [hswanson@igc-il.org](mailto:hswanson@igc-il.org)