



F&B Outside Services Manager Full Time Employment with Benefits

We are looking for an energetic and personable Food and Beverage Outside Services Manager. In this role, you will be responsible for all aspects of our Poolside Café, Halfway House, and Paddle House Operations. Your duties also include engaging with the membership, collecting feedback, and providing exceptional experiences every day. This is a wonderful opportunity for someone looking to gain Private Club Management Experience.

The F&B Outside Services Manager reports directly to the Assistant General Manager and works closely with the Executive Chef. There are 20-25 employees that report directly to the F&B Outside Services Manager in the Summer season and 10-15 in the Winter Season.

Core Responsibilities:

- Recruit, Train, Schedule and Lead a seasonal F&B staff
- Deliver exemplary service to the membership and their guests.
- Track Inventory and order Food and Beverages products
- Ensure all facilities follow local health and safety measures.

Job Requirements:

- Excellent interpersonal and communication skills
- Manage employees in multiple F&B locations simultaneously.
- Manage budgets and monitor expenses.
- Create and update standard operating procedures (Word, Excel, Outlook).
- Ability to pass Illinois Background Check

Preferred Qualifications

- Private Club, or similar high end, F&B Experience
- Experience Recruiting and Training Seasonal Employees

Resumes to: Paul Diaz, Assistant General Manager - pdiaz@parkridgecc.org