



**FOOD AND BEVERAGE MANAGER
BLUE MOUND GOLF AND COUNTRY CLUB
Wauwatosa, Wisconsin**

CLUB OVERVIEW

Located in Wauwatosa, Wisconsin, Blue Mound Golf and Country Club was founded in 1903 and has become one of the top private clubs in Wisconsin. The Club has an 18-hole Golf Course, Members Grill, Main Dining Room, Ball Room, two Member bars and two beautiful outdoor Patios overlooking the prestigious Golf Course. The Club has over 350 Members and gross revenues of \$7.5 million with \$1.9M in Food and Beverage.

CLUB HISTORY

Blue Mound Golf and Country Club has been providing its members with an excellent golfing experience for over 100 years. The club has 18 challenging holes, an elegant clubhouse, fine dining and a variety of social activities along with a dedicated staff. The atmosphere is designed to encourage the kind of satisfying golf and rewarding social experiences found in the country's finest clubs. Once Members and their guests have experienced Blue Mound, they will consider it their "home away from home." Our historic golf course, designed by the acclaimed Seth Raynor, was the first in Wisconsin to host a golf major: the 1933 PGA Championship, won by Gene Sarazen. Mr. Raynor's masterpiece is maintained at the highest levels; with greens and fairways in pristine condition.

JOB DESCRIPTION

JOB TITLE:

Food and Beverage Manager

DEPARTMENT:

Food and Beverage

REPORTS TO:

Clubhouse Manager

DIRECTLY SUPERVISES:

Oversees: Beverage Manager, Bartenders, Servers, Server Assistants, Banquet Staff

SUMMARY OF POSITION:

The Food and Beverage Manager is responsible for all Ala Carte Dining operations and will play a central role on our high functioning team on a daily basis and will be the go-to leader to the service staff. This individual will take a hands-on approach and understand that “on-the-floor” visibility is paramount. The Food and Beverage Manager will lead all service staff with a common goal to exceed member expectations and strive for excellence on a daily basis. This position will be very active in all Banquet and Club Events to develop a well-rounded, multi trained team. The Food and Beverage Manager should have the skills to lead a team of varied individuals, high-quality dining management and beverage management experience in private club’s or high-end establishments in the hospitality industry. This position is ideal for a candidate that is looking to move into a senior management role in the next 3-5 years.

WORKING RELATIONSHIPS:

Works closely with, General Manager, Clubhouse Manager, Beverage Manager, Executive Chef, Sous Chefs, Banquet Supervisor, Membership and Communications Manager, Housekeeping, Locker Room Attendants, Housemen, Director of Finance, and Accounting assistants.

DIMENSIONS OF POSITION:**EDUCATION AND WORK EXPERIENCE:**

- Bachelor’s Degree From a four-year university, preferably in Hospitality Management, or Culinary Arts Degree.
- Has at least 2 years of management experience in a similar high-end club or like environment.
- Strong team building and training focus with an emphasis on Member experience.
- Strong drive to learn new skillsets.
- Affiliation with Club Management Association of America (CMAA) considered a plus.
- Sommelier certification or on track to achieve is considered a plus.

SKILLS AND COMPETENCIES:

- Strong organizational and time management skills
- Demonstrates leadership and management skills
- Strong team player with the ability to collaborate with multiple departments
- Proficient in Microsoft Word and Excel
- Familiar with point-of-sale operating systems- Jonas preferred
- Professional work ethic with desire to always push beyond the status quo
- Detail oriented with a keen eye for accuracy

- Solid communication skills, both verbal and written
- Proven integrity and honesty
- Has a good sense of humor and an ability to have fun
- Committed to professional growth and development, for self and staff

JOB DUTIES AND RESPONSIBILITIES:

- Be familiar with and follow the Club's policies and procedures that are relevant to your specific position or as a general employee of the Club, as outlined in the Employee Handbook, and Training Manuals.
- The Food and Beverage Manager will provide quality leadership and contribute to the positive atmosphere of the Club and associated operations.
- Ensures the smooth, efficient daily function of the Grill Room, Patio, Raynor Room to provide Blue Mound Members and Guests with the experience and services for which the Club is well known. The focus is to provide an enjoyable, high-quality, first-class environment.
- The Food and Beverage Manager attends weekly food and Beverage meetings and will coordinate with key department heads on dining and banquet operations, Club events and golf outings.
- The Food and Beverage Manager interacts positively, professionally poised and politely with all team members, vendors, and the community to promote a team effort.
- Greets all Members and their guests in a prompt and timely manner.
- Receives and resolves Members concerns regarding food, beverage and service.
- Will serve as a liaison between the dining outlets and the kitchen staff.
- Responsible for new staff orientation, new hire paperwork, training schedule, and employee training manual.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Responsible for updating all training material as it pertains to new menu cycles including but not limited to spec sheets, quizzes and final evaluations.
- Reviews and edits member dining charges as prescribed by standard operating procedures.
- Will perform opening and closing management duties of any and all Clubhouse outlets.
- Responsible for the set-up and tear-down of banquet and member events, including collaborating on floor plan, ensuring proper serving supplies and equipment is communicated and used.
- Conducts pre-shift meetings with all service staff to properly educate them on the needs and expectations for the evening setting the ground work for great service.
- Prepare daily "tip-sheets" and check for accuracy as required for accounting staff.
- Assists Beverage Manager with monthly inventory.

- Responsible for inspecting all side work of servers for both opening and closing shifts, as well as updating side work tasks to accommodate the club's needs.
- Maintains cleanliness and sanitation of all front of house areas with regular inspections.
- The Food and Beverage Manager must maintain a "lead by example" approach while maintaining a very upbeat, "can do" and "get it done" attitude towards members, service, programs, and initiatives.
- The Food and Beverage Manager takes on the philosophy "the answer is 'yes', what is the question?"
- Perform other duties as needed that are assigned by the Clubhouse Manager and General Manager.

SALARY AND BENEFITS:

Salary is open and consistent with qualifications and experience. The Club offers an excellent benefits package, including professional development through local CMAA education, medical, dental, vision, 401k match and profit sharing, and paid time off.

Interested candidates should send a resume and cover letter to:

Colin Roche
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