



JOB POSTING: FOOD AND BEVERAGE SUPERVISOR

Club Overview:

Located in LaGrange Illinois, LaGrange Country Club was founded in 1899 and has become THE family club in the western suburbs of Chicago. The Club is privately owned and has a unique set of amenities which set it apart from other clubs. Complete with a clubhouse that showcases exceptional, casual dining venues, a challenging 18-hole golf course and a fantastic tennis complex. Our newly built aquatics center features a six-lane pool, diving well and zero depth children's pool. Our new paddle hut, surrounded by four state-of-the-art courts along with golf simulators on the lower level, provides our membership with year-round activities. With all that LGCC has to offer, our membership now refers to the Club as "Their own resort away from home."

Position Summary:

The Food and Beverage Supervisor is responsible for the oversight of the ala carte food and beverage operation with emphasis on staff training & development, exceptional service along with wine and beverage programming. He/she will have the responsibility for overseeing dining service in the manner most pleasing to members and their guests. Assures a high standard of appearance, hospitality and service in personnel and cleanliness of all private and member dining rooms. This is an entry level position with emphasis on dining room operations with opportunity to grow in banquet and other food and beverage functions. Exposure to different aspects of Hospitality and Club Industry, for the betterment of your personal and professional development.

Position Responsibilities:

- Maintain outstanding membership relations through communication and visibility.
- Provides all appropriate reports concerning front of the house food and beverage operations.
- Continuing and maintaining consistent staff training of the F.O.H. team.
- Greet and help seat members and guests.
- Assists in beverage ordering, inventory and training.
- Receives and handles complaints concerning food, beverage or service.
- Serves as liaison between the dining room and kitchen.
- Develop and market seasonal cocktail and beer offerings.
- Assures all side work is accomplished and that all service areas are kept clean and organized during meal periods.
- Participates in daily pre-meal meetings with dining room and kitchen personnel on a timely and consistent basis (4:30 PM.).
- Oversees the service of food and beverage to help assure proper service including but not limited to pouring coffee and water, taking orders when necessary, and clearing and resetting tables.
- Assures the correct appearance, cleanliness and proper set-up of dining rooms.
- Assures that the dining rooms and other Club areas are secure at the end of the business day.
- Maintains the guest dining room reservation system.
- Develop and implement on-going marketing programs to increase dining room/food and beverage business and member engagement.
- Assures that member satisfaction standards are consistently attained by maintaining a visible presence while monitoring member service and hospitality standards.

LA GRANGE COUNTRY CLUB

620 S. Brainard Avenue | La Grange, Illinois 60525 | office (708)352-0066 | fax (708)352-1034

Position Responsibilities (continued):

- Assist in special events such as Easter, Mother's Day, Thanksgiving, Saint Patrick's Day, etc.
- Assist Catering Director with set up and execution of smaller private functions.
- Helps oversee processes and standards in Poolside Café, Cabana Bar and 19th Hole operations.
- Maintains the Point-of-Sale system.
- Bill banquet events at the end of the night through the Point-of-Sale system when necessary.
- Secure the club at the conclusion of scheduled shift.
- Completes other special projects and assignments as directed by Assistant General Manager and the General Manager

Job Requirements:

- Bachelor's degree in hospitality is preferred.
- 1-2 years of food and beverage experience in private club or fine dining establishments.
- Outstanding ala carte and beverage service skills and knowledge.
- High energy and outgoing personality with daily member interaction to build strong rapport with membership.
- Strong written and verbal communication skills are critical to this position.
- Must be able to perform multiple tasks simultaneously and be able to prioritize in a fast-paced environment.
- Must be able to work nights, weekends and holidays.

Compensation:

Commensurate with experience and qualifications. Other benefits include vacation, health insurance, life insurance, dental, vision, 401(k). LGCC offers a high quality of work-life balance.

Contact:

Please send cover letter and resume to:
Jordin Robinson
Assistant General Manager
Jordin.Robinson@Lagrangecc.org
No Phone calls please