



Milwaukee Country Club, a private member owned club formed in 1894, is considered the premier old-line country club of Milwaukee. In 1911, the Club moved to its present bucolic setting on nearly 200 acres in River Hills, Wisconsin. The existing golf course, designed by Harry Colt and Charles Alison, has undergone renovations by Robert Trent Jones in 1974 and most recently by consulting architect Tom Doak to remove trees and open up views of the river from many upland holes. The golf course is consistently ranked by Golf Digest as one of the 100 Greatest Golf Courses in America.

The 18-hole par 72 golf course is a classic tree-lined layout and measures 7,097 yards. The Club hosts approximately 18,000 rounds annually and also features a practice range and short game area. Additional amenities include: thirteen guest rooms, nine asphalt tennis courts, three clay tennis courts, two platform tennis courts, two croquet courts, a pool, pool house with full kitchen, brand new tennis facility, snowshoeing, sledding, cross country skiing, kid's club, and junior programs in golf, tennis and swimming.

The well-appointed stately clubhouse measures 60,000 square feet and features formal and informal dining in various outlets. In 2014, the Club added a new informal grill room and bar area. Additionally, the pool pavilion was renovated and opened in June 2014 to offer more casual dining options. The Club is open year-round with the exception of March. Gross revenue is \$9 million with \$1.8 million derived from food and beverage sales. There are approximately 120 employees during the height of the season and staff housing for up to 15 employees.

Reporting to the Clubhouse Manager, the Assistant Food and Beverage Manager is responsible for operations plus leadership most dining outlets (Grill, Golfer's Porch, East Porch/Patio, Main Dining Room, Living Room, River Room, Library, Alcove) in a manner most pleasing to members and guests. The right candidate for Assistant Food and Beverage Manager must possess excellent communication (verbal and written) and interpersonal managerial skills. He or she will be held responsible for meeting revenues and expense budget goals, supervising and training service and beverage department personnel, monitoring inventory levels and developing/implementing operating procedures for the service and beverage department. Detailed tasks are attached.

The Assistant Food and Beverage Manager must exhibit a high level of personal and professional decorum, have a passion for food and beverage and be able to foster a culture of excellent service throughout his or her staff. He or she must be outgoing, genuine and personable and will look forward to being in front of the sophisticated membership on a regular basis – continuing the established and honored traditions to maintain the high standards and low profile of the Milwaukee Country Club.

This position is available immediately and interested candidates should submit a resume via email to Ann Luck, General Manager, at aluck@milwcc.com.

Position

Assistant Food and Beverage Manager

Education/Experience:

Four-year college or university degree in Hospitality Management or Culinary Arts.
Preferred minimum two years managing position in a fine dining situation.

Job Summary

Responsible for operations plus leadership of all dining outlets (Grill, Golfer's Porch, East Porch/Patio, Main Dining Room, Living Room, River Room, Library, Alcove, Pool Terrace) in a manner most pleasing to members and guests. Meet revenues and expense budget goals. Supervise and train service and beverage department personnel. Monitor inventory levels and develops/implements operating procedures for the service and beverage department.

Job Tasks (Duties)

1. Motivates management staff, FOH staff and BOH staff to be consistent in performing their jobs and to constantly do their best
2. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
3. Creates and implements training that is given to all new hires and updates training for all staff
4. Enhance member service by interacting daily with members and employees
5. Responsible for new staff orientation, new hire paperwork, training schedule, and employee manual
4. Plans promotional strategies and materials and works closely with Bar Manager to develop recipes to improve the beverage program for members and guests
5. Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections
6. Develops standard operating procedures to help assure that bars are set up and operated efficiently
7. Maintains an adequate supply of liquors, wines, beer, etc., through use of an effective inventory management system
8. Recruits, trains, schedules, supervises and evaluates service and beverage personnel according to established club procedures
9. Reviews reports concerning employee hours, schedules, pay rates, job changes, etc.
10. Develops product/revenue control systems and procedures to help reduce theft
11. Assures that all laws applicable to beverage operations are consistently followed
12. Works with Clubhouse Manager/Men's Locker Room Manager/Bar Manager and others to ensure efficient beverage service in all the club's outlets and for special functions
13. Inspects to ensure that the club's sanitation, safety, energy management, preventive maintenance and other programs are implemented and complied with as they apply to the service and beverage operation
15. Inspects dining outlets/bar prior to opening to ensure it has adequate supplies
16. Inspects service and beverage staff to ensure that they are in proper and clean uniforms and appearance standards at all times.
17. Greets members and guests promptly
19. Handles all member charges as prescribed by standard operating procedures
20. Assists with private parties and service in food and beverage outlets when necessary-ensures parties are set
22. Receives and resolves complaints concerning food, beverage and service
24. Serves as a liaison between the dining outlets and kitchen staff
25. Directs pre-service meeting, post service meeting when required and enters information in the daily manager log
26. Conducts scheduled meetings with service and beverage staff.
27. Relays information, menu, beverage list changes and policy changes and briefs personnel.
28. Become proficient on the Point of Sale system used in the dining room and assist in the maintaining of it
29. Attends staff and management meetings
32. Performs clean-up and closing/lock-up duties as assigned by manager
34. Monitor's bar closing procedures on a routine and daily basis
36. Will undertake opening and closing management duties of any F&B venues or outlets

Reports to

Clubhouse Manager

Supervises

All food and beverage service staff
Bar Manager

Physical requirements:

Able to lift over 40 lbs.; stand and walk often; complete repetitive tasks