

Job description

ASSISTANT FOOD AND BEVERAGE MANAGER NORTH SHORE COUNTRY CLUB
GLENVIEW, ILLINOIS

North Shore Country Club is looking for candidates with a strong background in hospitality to be part of a high-performing team that continues to raise the bar across all operations.

THE ROLE

A successful Catering Manager will be at the forefront of promoting the Club's dining facilities for private banquets, business and social meetings and other member and/or member sponsored events within the rules and practices of the Club. The

WHY JOIN THE NSCC MANAGEMENT TEAM?

Our team is made up of a group of diverse individuals who bring a genuine positive energy to their work every day. With a strong focus on communications and collaboration, you will never face challenges alone.

WHAT WE OFFER

Salary is open and commensurate with qualifications and experience. NSCC offers a very attractive benefits package to include medical, dental, vision, 401(k) plan with matching contributions, paid time off, and ongoing support for professional development as well as annual performance bonus opportunities. This includes paid time off flexibility during peak seasons.

ABOUT NORTH SHORE COUNTRY CLUB

North Shore Country Club is located 25 miles north of downtown Chicago in the Village of Glenview. Known as "THE" premier family country club in the North Chicago area, NSCC is the home to 450+ members and their families. North Shore members benefit from top-tier programs, a recently remodeled clubhouse, and a variety of sports with golf at its core. Currently equipped with 4 multi-functional private event spaces, a family-friendly casual dining facility, 1 upscale dining facility, a seasonal outdoor dining terrace, 2 seasonal ancillary quick-serve outlets, North Shore generates in excess of \$3.4M in food and beverage revenue annually. With strong support from members, the food and beverage volume continues to increase significantly year over year.

POSITION RESPONSIBILITIES

- Responsible for the daily shift execution and service in the various food and beverage outlets including club and private events.
- Maintain the Point of Sale System (JONAS)
- Communicate effectively with the food and beverage team relaying necessary information regarding daily operations within the club.
- Develop outstanding membership relations through communication and visibility.
- Act as a liaison between our back of the house staff and front of the house staff
- Be an integral part of staff training and development
- Monitor and adhere to labor and supplies budget to achieve financial goals
- Receives and resolves member complaints as they arise in dining areas
- Manage short and long-range staffing needs for each food and beverage outlet.
- Implement programs and policies to ensure compliance with local and state authorities.
- Completes other special projects and assignments as directed by the Food & Beverage Manager.

EXPERIENCE AND QUALIFICATIONS

- A minimum of 3 years of food and beverage experience.
- A minimum of 1 years of personnel supervision or management, preferably in high-end hospitality institutes (restaurants, resorts, hotels, private clubs, etc.).
- Strong written and verbal communication skills are critical in this position.
- Proficient in computer software including Microsoft Word and Excel.
- Solid time management, organization, and prioritization skills.
- Must be able to perform multiple tasks simultaneously and be able to prioritize in a fast-paced environment.

OTHER JOB REQUIREMENTS

- Ability to lift, carry, push, and/or move up to 50 lbs.
- Must be able to work days/nights, weekends, and holidays
- Must have flexibility as this is a seasonal Club that will sometimes require long hours.
- Must have all licenses as required by local authorities for Food & Beverage management.
- While performing duties of the job, the employee may be required to walk or stand for long periods of time.
- While performing duties of the job, the employee will be exposed to sunlight, heat, wet, cold and/or humid weather conditions.

- While performing the duties of the job, the employee must be able to bend, climb, balance, reach, stoop, kneel, crouch, or crawl without hindrance.

Please send resumes to Sara Haben – HR Manager at shaben@north-shorecc.org