



## **F&B Manager**

**Park Ridge Country Club** is a private, member-owned club that was established in 1906. Our members enjoy golf, racquet sports, and swimming in addition to outstanding dining and entertainment events in a classic Georgian-style clubhouse. The Club strives to be the membership's first choice to play, dine and relax.

We are looking for an energetic and passionate leader to join our team! The successful candidate will be detail oriented and possess outstanding communication and interpersonal skills. The primary job function is ensuring that we are consistently providing outstanding dining experiences for our membership and their guests. The F&B Manager reports directly to the Assistant General Manager and leads a staff of around 30 employees in peak season and 15 in the off-season. This is a full-time, year-round, position with full benefits.

### **Core Responsibilities**

- Build positive relationships with the membership and professional staff
- Assure service standards are consistently maintained
- Assist in all aspects of recruiting and training the FOH service staff
- Develop weekly labor schedules and daily shift reports
- Run pre-shift meetings to educate the staff on any menu or service changes
- Update POS system with new menu items and reservations
- Assist with ordering and management of the beverage inventory
- Assist with the continued development of the wine list and specialty cocktail menu

### **Preferred Qualifications**

- High School Diploma or equivalent
- Proficiency with Microsoft office products (Word, Excel & Outlook)
- Fine Dining or Private Club Experience
- Knowledge of wine, beer & spirits
- Prior experience managing POS systems

Please E-Mail resume and cover letter to Paul Diaz [pdiaz@parkridgecc.org](mailto:pdiaz@parkridgecc.org) for consideration.