

The Club at New Seabury

Food & Beverage Manager



Position Overview

Oversees the dining room functions of staff to ensure Members and guests have a pleasant and memorable dining experience. Monitors setup, maintenance, cleanliness and safety of dining areas. Supervises and trains the Dining Room Staff to Club standards of excellence.

Essential Duties & Responsibilities

- Ensure the guest experience is pleasant in regard to atmosphere, service and quality of food and beverage products by adhering to the club/performance standards
- Responsible for ensuring appropriate staffing is available for lunch and dinner service
- Assigns side work to individuals for opening and closings of dining areas
- Responsible for creating revenue reports for distribution to General Manager
- Holds daily meetings with staff to discuss daily level of business expectations
- Ensure all employees are in proper uniform and execute their job according to performance standards
- Manage various administrative tasks including: scheduling to forecasted business levels, posting schedules in a timely manner, process bi-weekly payroll, ensuring par levels are maintained and all equipment is on hand and in excellent condition
- Enforce internal cost and labor controls
- Select/train/counsel all staff during peak hiring for seasonal positions
- Troubleshoots and resolves guest complaints in a courteous and professional manner
- Assumes duties of Director of Food and Beverage when necessary
- Performs other such other duties as may be assigned by the Company at its discretion from time to time.

Knowledge, Skills, & Abilities

- High level of independent judgment and ability to make decisions quickly
- Critical thinking skills Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.
- Wine knowledge is preferred

Credentials & Experience

- College degree with emphasis on hotel, restaurant or relevant adequate experience
- Previous point of sales experience
- Strong Microsoft Office application experience including Word, Excel and Outlook
- 2 years' experience in upscale resort
- 2 years' in a supervisory role