



Food and Beverage Manager

Reports to: Food and Beverage Director, Food and Beverage Service Director

Supervises: Assistant Food and Beverage Managers, Food and Beverage Supervisors, Bartenders, Servers, Banquet Staff, Back Servers, Food Runners and Hosts.

Classification: Exempt

Education and/or Experience

- GED or Four-year college or university degree in Hospitality Management or Culinary Arts is preferred.
- Three years or more in Food and Beverage Management, with two of those years in a similar position in a fine dining environment is preferred.
- One year of supervisory experience preferred.
- One year of banquet experience is preferred.
- Extensive knowledge of the private club industry's food and beverage operations is preferred.
- Sommelier certification is preferred.

Job Summary

The Food and Beverage Manager oversees the daily operations of all food and beverage outlets, ensuring outstanding experience for members and guests. This role involves managing staff training, controlling labor costs, and overseeing inventory while upholding high standards of quality, service, and cleanliness. The manager works closely with culinary teams to execute seamless service, with a strong emphasis on member satisfaction and operational efficiency. Additional responsibilities include recruiting and selecting talent, creating staff schedules, and driving ongoing improvements in service quality.

Essential Functions

Leadership

- Leads and manages all front-of-house staff, ensuring high service standards and accountability.
- Fosters a positive and collaborative environment, encouraging teamwork and professional growth while promoting a positive culture.
- Ensures all department and club policies and procedures are enforced.
- Set clear performance expectations and provide regular feedback through performance evaluations.
- Assist with the development and implementation of training programs for front-of-house staff to enhance skills and service quality.
- Communicates effectively with the culinary team to ensure seamless delivery of service and events.

Operations

- Supervises all front-of-house operations, including restaurants, pools, beverage carts, banquets, and events.
- Responsible for proper charge procedures, guest check analysis, gratuity reports, ticket controls, and daily sales reports and analysis.
- Assists with recruitment, training, supervision, and termination of all front-of-house staff.

- Monitors employee dress codes according to policy.
- Ensure consistency and quality in all front-of-house services.
- Responds promptly and professionally to member and guest inquiries, feedback, and complaints.
- Advise the Food & Beverage Director and Food & Beverage Service Director of appropriate actions taken.
- Assist with developing, updating, and ensuring that all front-of-house standard operating procedures are in place and consistently followed.
- Monitors employee records to minimize overtime and keep labor costs within budget without compromising the quality of service.
- Assist the events team in planning and executing private functions, banquets, and events.
- Monitors or manages physical inventory verification and provides updated information to the Accounting Department.
- Responsible for the proper accounting and reconciliation of the point-of-sale and member revenues.
- Implement and monitor operational checklists and schedules.
- Audits and approves weekly payroll.
- Provides employee hours, schedules, payroll, gratuity pool, and other reports.
- Consistently complies with the club's policies and procedures for the service of alcoholic beverages to members and guests.

Safety & Sanitation

- Monitors appearance, upkeep, and cleanliness of all food and beverage service equipment and facilities.
- Ensures that all new employees receive the appropriate training in club safety practices; establishes and enforces all safety policies and procedures, including OSHA regulations; and ensures that proper proof of training is documented and kept in the employee's personnel files.
- Conducts regular inspections of dining areas and event spaces to ensure cleanliness, organization, and upkeep.
- Ensure all energy management, preventive maintenance, and other standards are consistently met

Other Functions

- Greets Members and guests and oversees actual service on a routine, random basis.
- Serves as manager-on-duty on a scheduled basis.
- Complete periodic china, glass, and silverware inventories.
- Completes other appropriate assignments made by the Food and Beverage Director, Food and Beverage Service Director.

Licenses and Special Requirements

- Food safety certification.
- Alcoholic beverage certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull, or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid, and noisy environments.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned.

Full-time benefits include Health, Dental, Vision, Life Insurance, Paid Time Off, and Sick Pay.

All Employees Receive the Following Benefits:

- Potential Housing
- 401k
- 60% Discount on RFTA Bus Passes
- Restaurant Discounts
- Retail Discounts
- Free On-Site Parking
- Employee Meal, Golf, Tennis, and Gym Usage
- Employee Wellness

Link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=150831&clientkey=62544AE76E96F5928FB659A8C0562211>

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