



Food & Beverage Manager – Watchung Valley Golf Club

Watchung Valley Golf Club is seeking an enthusiastic **Food & Beverage Manager** to lead and elevate our dining and event experiences. Nestled in the rolling hills of New Jersey, Watchung Valley has been family-owned since the 1940s and features a Seth Raynor-designed championship golf course, along with a recently added six-hole short course. Our commitment to excellence extends beyond golf—our dining experience is a key part of what makes our club special.

Job Summary (Essential Functions):

Responsible for the club's dining services and all food and beverage production throughout the club. Directly supervises all Bartenders, all Servers, Food Runners, and managers of all other outlets such as snack bars, half-way houses, etc. Plans, implements and monitors departmental budgets. Hires, trains, and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

Key Responsibilities:

- Lead and manage all clubhouse dining operations, including member dining, banquets, and private events.
- Work with the Clubhouse Manager to oversee and coordinate special events, from club functions to private celebrations.
- Work closely with the Clubhouse Manager, Executive Chef, and service team to maintain high service and food quality standards.
- Recruit, train, and develop front-of-house staff to ensure a professional and welcoming atmosphere.
- Manage inventory, budgeting, and cost control to ensure efficient operations.
- Foster a positive, team-oriented work culture while maintaining a strong presence on the floor.

Qualifications:

- Previous experience in food & beverage management at a private club, high-end resort, or upscale restaurant.
- Strong leadership, communication, and organizational skills.
- Ability to thrive in a fast-paced, service-driven environment.
- Experience in event planning and banquet operations is a plus.



Job Tasks/Duties:

- Helps develop a capital budget with the Clubhouse Manager for all necessary food and beverage equipment and recommends facility renovation needs.
- Manages the department's long-range staffing needs.
- Assists in recruitment, training, supervision and termination of food and beverage staff.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Assures that all applicable club policies and procedures are followed.
- Helps plan and approves external and internal marketing and sales promotion activities for the department's outlets and special club events.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality and price for all purchases.
- Consults daily with the Clubhouse Manager to help assure the highest level of member satisfaction at minimum cost.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates and maintains all written standards and procedures for the department as needed.
- Monitors appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Responsible for the proper accounting and reconciliation of the point-of-sale and member revenues.
- Maintains records of special events, house counts, food covers and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Complete beverage, china, glass, and silverware inventories.

Position Details:

Salary | Full-Time | In-Person (Watchung, NJ)

Benefits:

Health Insurance | Dental Insurance | Competitive Pay | 401(k) Matching | Paid Sick Time | Paid Time Off | CMAA Membership | Career Development Opportunities

Interested applicants should send their cover letter and resume to Lauren Abrams at lauren@watchungvalleygc.com.