



Assistant Food & Beverage Manager Job Description

FLSA: Salary/Exempt

CLASSIFICATION: Full-time, year-round

REPORTS TO: Clubhouse Manager, F&B Manager, Assistant F&B Manager

SUPERVISES: Servers, Bussers, Hosts, Captains, Bartenders

GENERAL SUMMARY:

The Manasquan River Golf Club located in Brielle, New Jersey seeks a dynamic, energetic, and motivated individual to complement and join our professional team. MRGC is a family-orientated golf club established in 1922 that enjoys an 18-hole Robert White golf course bordering the banks of the Manasquan River. Along with its golf course, the clubhouse features a Main Dining Room, Mixed Grill Room, Locker Room Grill, RiverView Terrace, Patio dining and a RiverView Grill Room. A la carte food and beverage service is provided eleven months of the year along with extensive banquet operation and golf events.

The Assistant Food & Beverage Manager reports to the Clubhouse Manager & F&B Manager and assists in the management of day-to-day food and beverage operations. The position is responsible for supervising and managing the food and beverage department in the absence of the F&B Manager. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains cleanliness and sanitation of all restaurants, banquet areas, and bars.
- Works with the Food and Beverage Managers, Clubhouse Manager, and Director of Catering & Special Events leading servers and others to ensure efficient service in all of the club's outlets and for special functions.
- Conducts scheduled meetings with service staff including pre-meal meetings and relays pertinent information such as house count and menu changes, special member requests, etc.
- Monitors bar closing procedures (checklist) and assures that the area is secure.
- May serve as club's opening or closing manager or manager on duty.
- Available on the floor during all meal periods to greet members, ensure each table has been approached for guest satisfaction, and resolve any issues that may occur.
- Attends and participates in weekly BEO meetings.
- Monitors dining and event reservations and prepares appropriate floor plans for set-up.
- Ensures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Takes reservations, checks table reservation schedules, and helps to maintain reservations log.
- Ensures all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
- Responsible for the recruitment, training, and development of employees.
- Assists in the development and implementation of policies and procedures for the Food & Beverage department.
- Greets members and guests and maintains a highly visible and approachable presence throughout the operation.
- Ensures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Manages physical inventory and provides updated information to the accounting department.
- Assist in the auditing and approval of bi-weekly payroll processing.

- Produces relevant daily or meal-period revenue analyses and other reports from point of sale (POS) systems used in the dining room.
- Performs daily POS closeout and tip distribution requirements (if applicable). Verifies proper distribution of tips and hours for employees and submits to Accounting/HR.
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Coordinates with all departments on Food & Beverage programs, including communications and marketing of dining schedules, menus, events, and activities.
- Plans and approves external and internal marketing and sales promotion activities for the Food & Beverage operation.
- Responds to Member/guest complaints and promptly address their concerns.
- Performs other appropriate assignments and projects as required by the F&B Manager and Clubhouse Manager.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Must be able to work a flexible schedule including evenings, weekends, and holidays
- Ensures safety measures are in place and company safety program is followed
- Maintain effective employee and member relations
- Excellent verbal communication
- Self-starter, friendly, and outgoing
- Demonstrated leadership skills and the ability to motivate and inspire a team to provide the best in class customer service
- Proficient computer skills including POS systems (preferably Microsoft Office and ClubEssential)

EDUCATION AND EXPERIENCE:

- 3 years experience in a restaurant or private club, preferred
- High school diploma or GED, required
- Bachelor's degree in Hospitality, preferred
- Alcoholic beverage certification, preferred

SALARY:

- Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position.

- Will work outdoors and may be exposed to wet and/or hot conditions
- Moderate noise environment.
- Must be able to stand and walk for up to (12) hours per day.
- Ability to perform first aid and CPR while utilizing the emergency equipment.
- Move or lift objects up to 30 pounds.
- Must be able to climb, crawl, reach, stoop, kneel, crouch, crawl, push or pull.
- Communication, to include: reading, hearing, and talking with employees and members.
- Must have close, distance, peripheral, and color vision along with the ability to adjust focus.
- Must have a valid driver's license.

MRGC is an Equal Opportunity Employer and offers opportunities to all candidates including those with disabilities. All qualified candidates/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex, pregnancy, sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. If you need a reasonable accommodation to assist with your application and or to perform the essential duties and responsibilities please reach out to the Director of Human Resources.

How to Apply:

Applicants interested in applying for this position can Email a resume to Alex@MRGC.com

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They do not constitute an employment agreement between the employer and employee; other duties may be assigned as the needs of the employer and requirements of the job change for the company's overall benefit.