

Job description

Assistant Food & Beverage Manager

Club Summary

Country Club of Hudson is a family country club home to 500+ membership families located in the quaint historical city of Hudson Ohio. The Club is widely recognized as a premiere facility within Summit County whose tradition of distinguished membership provides exceptional social opportunities, amenities, grounds, and a gathering place year-round for the family.

Job Summary

The Assistant Food & Beverage Manager is a member of Country Club of Hudson's Food and Beverage Management Team. This individual is responsible for the daily operations in the a la carte restaurants of CCH and ensures the standards of quality within the Food and Beverage operation are maintained. The Assistant F&B Manager is responsible for assisting in leading the Front of the house a la carte team. The Assistant F&B Manager works closely with the Director of F&B, Executive Chef, and Director of Events to ensure the F&B program meets or exceeds member expectations. In addition to duties as described, this individual will complete other appropriate assignments made by the Director of Food & Beverage, Director of Events and Club G.M./C.O.O.

Job Tasks

- Schedules of food and beverage and banquet staff. Schedule to be reviewed and coordinated with Director of Food and Beverage and Director of Special Events.
- Onboarding of employees after hiring.
- Responsible for proper charge procedures, guest check analysis, tip reports, ticket controls and daily sales reports and analysis.
- Checks table reservations and creates maps and assigns tables
- Greetings and seats members and guests. Delegates to hostess on busy nights.
- Touches all tables served during the dining hours to solicit immediate member feedback.
- Supervises in front of house staff to help assure proper service; and assists in service points as needed for success.
- Inspect dining room, bar and banquet employees to ensure that they are always in proper and clean uniforms.
- Trains, supervises, schedules and evaluates dining room, bar and banquet staff with Director of Special Events.
- Receives and resolves complaints concerning food, beverages and service.
- Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Direct pre-shift meetings with staff to update on current specials and events
- Plans and develops training programs and professional development opportunities f
- Maintains an inventory of all food & beverage items including silverware, coffee pots, water pitchers, salt and pepper holders, sugar bowls and linen etc... and ensures that they are properly stored and accounted for.

- Confirms that all dining room, bar and banquet closing procedures have been completed and assures that area is secure.
- May serve as club's opening and closing manager or manager on duty.
- Will have service oversight of seasonal snack bar
- Performs other appropriate assignments and projects as required by the General Manager of Food and Beverage Director

Reports to

Director of Food & Beverage

Supervises

Food and Beverage Staff (Servers, Bartenders, Food Runners/Valet) (Seasonal-Pool Concession, Babysitting, Beverage Cart)

Qualifications

- Food and beverage operating procedures experience.
- Wine, spirits, and bar operations experience.
- Point-of-sales systems experience.
- Strong interpersonal and organizational skills.
- Polished, professional appearance and presentation.
- Ability to manage stress and time.
- Proven history of ability to build a team, train, and maintain employee teams.
- Effective communication skills to communicate with all department levels and throughout club.
- Knowledge of and ability to perform required role during emergency situations.

Education & Experience Requirements

- Four-year college or university degree in Hospitality Management or Culinary Arts preferred.
- 3 years or more of hospitality management experience.
- Food Safety Certification.

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:

- 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.

- Work in hot, humid, and noisy environment

Job Type: Full-time

Pay: \$40,000.00 - \$45,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance
- *Health Insurance Benefits and Paid time off per CCH Handbook Policy. Premiums and contributions can change annually per the Board of Trustees.*

Schedule:

- Holidays
- Weekend availability
- Evening availability

Education & Experience:

- High school or College Degree (Preferred)
- Country Club or dining room experience preferred

Work Location: In person

Please send resumes to Ally Vargo at avargo@cchudson.com