



Food & Beverage Manager
Shoreby Country Club | Bratenahl, Ohio
Position Summary

The Food & Beverage Manager is responsible for the daily execution and supervision of all a la carte dining operations at Shoreby Country Club.

Reporting directly to the Clubhouse Manager and working closely with the Clubhouse Manager, this role is a hands-on leader who actively manages service shifts, oversees front-of-house staff, and ensures operational excellence across all dining outlets.

This position plays a key role in staff training, product quality, ordering, and financial performance, while supporting menu development and maintaining strong alignment between service and culinary teams.

Reports To: Clubhouse Manager

Works Closely With

- Assistant General Manager
- Clubhouse Manager
- Executive Chef
- Banquet & Events Team

Direct Reports

- A La Carte Service Staff (Servers, Bartenders, Support Staff)
- Supervisors / Captains (if applicable)

Position Overview (Essential Functions)

- Manage and lead daily a la carte service operations
- Work manager-on-duty shifts, maintaining a strong floor presence
- Oversee all front-of-house staff performance and execution
- Place and manage all liquor, beer, wine (LBW), and beverage orders for all departments
- Partner with the Clubhouse Manager on training and service standards
- Assist with menu design, costing, and product development
- Ensure proper inventory, purchasing, and cost control procedures
- Deliver a consistently high-level member dining experience
- Assist the clubhouse manager with hiring, onboarding, and training.
- Assist Clubhouse manager with scheduling staff.

Key Responsibilities

Service & Floor Leadership

- Actively manage the floor during service periods, setting the tone for hospitality
- Ensure proper service standards are executed consistently
- Engage with members and guests to enhance their experience
- Handle and resolve member concerns professionally and promptly
- Coordinate with the culinary team to ensure seamless execution

Staff Leadership & Development

- Supervise, coach, and develop all a la carte service staff
- Lead daily pre-shift meetings and communication
- Assist in hiring, onboarding, and performance management
- Promote a culture of accountability, teamwork, and hospitality
- Work closely with the Clubhouse Manager to:
 - Implement structured training programs
 - Identify performance gaps and coach accordingly

Training & Standards

- Execute and reinforce all service training programs
- Ensure all staff are properly trained in:
 - Service standards
 - POS systems
 - Product knowledge (food, wine, cocktails)
- Maintain written standards, SOPs, and service expectations

Ordering, Inventory & Cost Control

- Place all LBW (liquor, beer, wine) orders for the club
- Manage beverage inventory levels and par systems
- Ensure proper receiving, storage, and inventory controls
- Monitor:
 - Cost of goods
 - Waste and shrinkage
 - Pricing and profitability

Menu Development & Financial Performance

- Work with the Executive Chef and Clubhouse Manager on:
 - Menu design
 - Pricing and costing
 - Product selection
- Assist in evaluating product profitability and member preferences
- Support revenue growth through promotions and service enhancements

Operations & Administration

- Ensure proper:
 - POS procedures
 - Chit handling and controls
 - Daily sales reporting
- Assist with:
 - Scheduling and labor management
 - Payroll review
 - Inventory tracking
- Maintain cleanliness, organization, and overall presentation of dining areas

Collaboration & Club Integration

- Work collaboratively with:
 - Culinary team
 - Banquet/events team
 - Clubhouse leadership
- Support banquet operations when needed
- Maintain strong communication across departments

Success Metrics

- Improved consistency in a la carte service execution
- Successful implementation of structured service training
- Strong control of beverage inventory and cost percentages
- Increased staff retention and engagement
- Enhanced member satisfaction in dining experience

Why This Role Matters at Shoreby

This role is the engine behind daily dining operations, ensuring that every shift, every plate, and every interaction reflects Shoreby's commitment to excellence and a "home away from home" experience.

Salary and Benefits

· Salary ranges from \$62,000 to \$68,000, commensurate with qualifications and experience. The Club provides 100% employer-paid health insurance and also offers dental and vision coverage, a 401(k) plan, paid time off, and support for professional development and educational expenses.

Application Instructions

Qualified candidates are encouraged to submit a resume and cover letter outlining their experience and interest in the role to Shawn Tatarowicz, GM/COO at shawn.tatarowicz@shorebyclub.com

