



BISHOPS BAY COUNTRY CLUB

FOOD & BEVERAGE MANAGER

Middleton, Wisconsin • Full-Time • Reports to: Clubhouse Manager

Compensation: \$55,000-\$60,000 annually, based on experience

About Bishops Bay Country Club

Bishops Bay Country Club is a private country club located on Lake Mendota in Middleton, Wisconsin. The Club is committed to providing exceptional hospitality and memorable experiences through its dining, beverage, golf, recreation, and event offerings.

Position Overview

Bishops Bay is seeking an experienced, service-driven Food & Beverage Manager to join our clubhouse leadership team. This hands-on role has primary responsibility for the Club's bar and beverage program while also supporting dining room operations and Front-of-House leadership. The successful candidate will combine strong beverage knowledge with an engaging leadership style and a commitment to personalized member service.

This is a working management position. The Food & Beverage Manager should expect to bartend approximately **2-3 shifts per week**, while also serving as Manager on Duty and completing operational and administrative responsibilities.

Key Responsibilities

- Lead bar and dining room operations to deliver an exceptional member and guest experience.
- Work as a scheduled bartender approximately 2-3 shifts per week and provide hands-on service leadership.
- Supervise, coach, train, schedule, and develop bartenders, servers, and other Front-of-House team members.
- Serve as Manager on Duty, including opening, closing, service recovery, and member engagement.
- Lead the Club's cocktail, wine, beer, and non-alcoholic beverage programs, including seasonal menu development.
- Manage beverage purchasing, receiving, inventory, storage, pricing, and cost controls.
- Monitor beverage sales, costs, and financial performance against established goals.
- Maintain service standards, SOPs, training materials, and opening/closing procedures.
- Support dining room staffing, service flow, and overall Front-of-House execution.
- Partner with culinary and events teams on Club events, tournaments, private functions, and specialty programming.
- Ensure compliance with applicable health, safety, alcohol service, and Club policies.

Qualifications

- Minimum of 3 years of bartending experience, preferably in an upscale, high-volume, private club, restaurant, or hospitality environment.
- 2+ years of supervisory, lead, or management experience preferred.
- Previous serving and dining room experience strongly preferred.
- Strong knowledge of cocktails, spirits, wine, beer, and beverage service.
- Demonstrated ability to lead, coach, and develop hospitality employees.
- Strong communication, organization, problem-solving, and member-service skills.
- Comfortable balancing hands-on service with administrative and management responsibilities.
- Alcohol service certification or ability to obtain upon hire.
- Availability to work evenings, weekends, holidays, and hours based on Club operations.

Benefits

- 401(k) with employer matching
- Health, dental, and vision insurance
- Paid time off
- Employee discounts

Physical Requirements

Ability to stand and walk for extended periods; lift, push, or pull up to 50 pounds; and work indoors and outdoors in varying temperatures and conditions.

APPLICATIONS: Please email a resume to HR@bishopsbay.com