



Job Title: Assistant Food & Beverage Manager

Reports to: Clubhouse Manager

Timeframe: Full-time, year-round, must be available to work evenings, weekends, holidays, and during special events.

About Exmoor Country Club:

Founded in 1896 as Illinois' third golf club, Exmoor is a private, full-service country club located in Highland Park, Illinois, 28 miles north of Chicago. Recognized with the prestigious Distinguished Club designation, Exmoor features a championship golf course designed by Donald J. Ross and continues to fulfill its original mission as a family club devoted to the game of golf, while offering a growing range of sports and social opportunities. Sports at Exmoor include golf, curling, tennis, swimming, platform tennis, cross-country skiing, and the fastest-growing sport in America, pickleball. Members of all ages enjoy a year-round schedule of exciting social activities. The Club's mission is to provide the finest golf, sporting, and social experiences for its community of member families and their guests all year long.

Job Summary:

- The Assistant Food & Beverage Manager is responsible for overseeing the daily operations of all food and beverage outlets within the establishment. This role involves staff training and development, ensuring exceptional member experiences, and maintaining high standards of quality and cleanliness. They will lead efforts to foster a positive and enjoyable work environment through dynamic training programs and collaborative leadership. The individual will coordinate with the kitchen and other departments to ensure efficient service and guest satisfaction. This role partners closely with the Clubhouse Manager, Restaurant Manager, and Catering Manager to uphold Exmoor's standards of and professionalism.

Job Responsibilities:

- Member & Guest Experience
 - Deliver and model exceptional services standards in all outlets.
 - Build strong relationships with members and anticipate their preferences.
 - Resolve member concerns and maintain a visible presence on the floor during service periods.
- Team Leadership & Development
 - Supervise, coach, and motivate front-of-house staff.
 - Assist with hiring, onboarding, and new/ongoing training.
 - Monitor staff performance and provide feedback.
 - Promote a culture of teamwork, accountability, and professionalism.
- Operations & Administration
 - Assist in managing day-to-day operations for restaurant outlets.
 - Oversee opening and closing procedures.
 - Ensure compliance with health, safety, and sanitation standards.
 - Support special events, private functions, and club events as needed.
 - Monitor inventory levels and support ordering processes.
 - Ensure accurate POS usage and cash handling procedures.

Education and Experience:

- 1-3 years of restaurant management experience (country club or private club preferred, not required).
- Strong knowledge of food and beverage operations.
- Excellent interpersonal and communication skills.
- Ability to thrive in a member-focused, high-service environment.
- Flexible scheduling including evenings, early mornings, weekends, and holidays.

Additional Benefits:

- Competitive salary and wages
- Annual performance bonus
- Education allowance
- Health, dental, vision insurance
- 401(k) with employer match

Please submit applications through the below link:

<https://www.paycomonline.net/v4/ats/web.php/portal/42D43ECDE2B3BF8B0366D97B21B4B0FE/jobs/501030>

OR submit a resume to Bobby Feddersen, Clubhouse Manager
(bobby@exmoorcountryclub.org).

