Quincy Country Club

Food & Beverage Manager

Location: Quincy, Illinois
Reports to: Director of Food and Beverage

Position Overview

Quincy Country Club is seeking a hands-on Food & Beverage Manager to lead daily dining and beverage operations while delivering exceptional experiences for members and guests. This position plays an important role in maintaining service standards, developing employees, supporting events, and ensuring consistent execution across the Club's food and beverage operations.

The ideal candidate is an approachable, organized hospitality professional who enjoys being on the floor, building relationships, and coaching a team. This individual will work closely with the Director of Food and Beverage, culinary team, and event staff to provide welcoming, personalized service while supporting operational efficiency and financial accountability.

Key Responsibilities

Daily Operations & Member Experience

- Manage daily front-of-house operations across Club dining venues, bars, and assigned events.
- Maintain a visible leadership presence during service, supporting employees and engaging with members and guests.
- Ensure dining rooms, bars, and service areas are clean, organized, properly stocked, and ready for service.
- Lead pre-shift meetings to communicate reservations, menu features, special requests, event details, and service priorities.
- Coordinate with the culinary team to maintain accurate orders, appropriate pacing, and consistent food presentation.
- Recognize member preferences and communicate special requests and dietary needs accurately.
- Address member feedback and service concerns promptly, professionally, and with appropriate follow-through.
- Ensure opening, closing, and side-work responsibilities are completed consistently.

Team Leadership & Development

- Assist with recruiting, interviewing, onboarding, and training food and beverage employees.
- Establish clear expectations and reinforce service standards through hands-on coaching and regular feedback.
- Support employee development in menu knowledge, beverage service, dining etiquette, and member engagement.
- Prepare and adjust staff schedules in coordination with the Director of Food and Beverage to meet business needs and labor goals.
- Assign daily responsibilities and monitor employee readiness, productivity, appearance, and performance.
- Assist with performance reviews, employee recognition, and corrective action documentation.

- Foster a professional, respectful, and accountable work environment.
- Lead by example, demonstrating composure, teamwork, and sound judgment during busy service periods.

Beverage Operations & Inventory

- Oversee daily bar operations and beverage service across dining outlets and events.
- Maintain standards for beverage recipes, portion sizes, presentation, and service.
- Coordinate beverage ordering, receiving, storage, and inventory with department leadership.
- Monitor product usage, waste, and inventory variances to support beverage cost goals.
- Collaborate on wine, beer, cocktail, and nonalcoholic selections, including seasonal offerings and event menus.
- Train employees on beverage knowledge, preparation techniques, responsible alcohol service, and appropriate recommendations.
- Ensure beverage storage and service areas remain secure, clean, organized, and properly stocked.

Events & Department Coordination

- Partner with culinary and event staff to plan and execute banquets, private functions, Club events, and holiday service.
- Participate in banquet event order (BEO) meetings and communicate service requirements to the team.
- Coordinate staffing, room setups, service assignments, and event timelines.
- Monitor event execution and address adjustments promptly to maintain service quality.
- Communicate operational feedback and improvement opportunities to the Director of Food and Beverage.

Financial & Administrative Responsibilities

- Support departmental goals for sales, labor, beverage costs, and operating expenses.
- Review staffing levels and make appropriate adjustments based on reservations, events, and business volume.
- Ensure accurate use of the point-of-sale system, including member charges, check handling, and approved adjustments.
- Assist with inventory counts, supply ordering, purchasing controls, and equipment needs.
- Maintain accurate operational records and communicate maintenance or service issues promptly.
- Identify practical opportunities to improve efficiency without compromising the member experience.

Safety & Compliance

- Follow and reinforce food safety, sanitation, workplace safety, and responsible alcohol service requirements.
- Ensure employees use equipment properly and maintain safe, orderly work areas.
- Report incidents, hazards, and equipment concerns promptly.
- Uphold Club policies and maintain discretion when handling member and employee information.
- Perform other duties as assigned by the Director of Food and Beverage.

Qualifications

- Five or more years of progressive food and beverage experience, including supervisory or management responsibilities.

- Experience in a private club, upscale restaurant, resort, or multi-outlet hospitality operation preferred.
- Degree in hospitality management or a related field preferred; an equivalent combination of education and relevant experience will be considered.
- Strong knowledge of dining room operations, beverage service, staff training, and hospitality standards.
- Experience with scheduling, inventory management, labor controls, and point-of-sale systems.
- Demonstrated ability to lead teams, manage competing priorities, and resolve service issues professionally.
- Strong communication, organizational, and interpersonal skills.
- Proficiency with Microsoft Office and the ability to learn Club operating systems.
- Ability to obtain and maintain any required food safety and responsible alcohol service certifications.

Schedule & Physical Requirements

- Availability to work a flexible schedule, including evenings, weekends, and holidays.
- Ability to remain actively engaged on the floor throughout service, including extended periods of standing and walking.
- Ability to lift and move supplies and equipment weighing up to 50 pounds, with or without reasonable accommodation.
- Ability to perform the essential functions of the position in a fast-paced dining and event environment, with or without reasonable accommodation.

Compensation & Benefits

Quincy Country Club offers a competitive compensation package, including:

- 401(k) plan with generous employer match
- Comprehensive health, dental, and vision benefits
- A collaborative, team-oriented work environment
- Opportunities for professional development alongside industry leaders
- Cell phone allowance
- Educational opportunities
- Clothing allowance
- Meal allowance while working

How to Apply

Please submit your résumé to:

Senthil Elangovan
Director of Food and Beverage
Quincy Country Club
s.elangovan@qcc1987.org

Subject line: Food & Beverage Manager Application