

Position: Food & Beverage Manager

Department: Food & Beverage

Reports to: President (Board of Directors)

Date Prepared: November 2024

Brunswick Golf Club, a premier member-owned golf club in the heart of Mid-Coast Maine, is seeking a talented **Food & Beverage Manager** to join our management team. This year-round position is ideal for a driven individual with a vision to elevate our food and beverage offerings for our members and guests. Join a team that values excellence, hospitality, and collaboration.

Visit www.brunswickgolfclub.com to learn more about our club.

Job Summary

The Food & Beverage Manager oversees all dining operations, including the lounge, grill, banquet room, outdoor deck, and beverage cart service during the golf season. This role ensures seamless service, exceptional hospitality, and a culture of teamwork while meeting budgetary goals. Key responsibilities include supervising and training staff, managing inventory, maintaining health and safety standards, and driving member and guest satisfaction.

Key Responsibilities

Operational Management

- Oversee daily service operations in the lounge and bar.
- Manage scheduling and execution of all food and beverage operations including club events and outside events.
- Maintain and manage the Point-of-Sale (POS) system for accurate operations.

Staff Leadership

- Recruit, interview, and onboard new team members (front-of-house servers, bussers, bartenders, food runners, and cook).
- Develop and implement training programs for new and current staff to maintain high service standards.

Budget & Inventory

- Develop the annual operating budget for food and beverage operations.
- Monitor financial performance and take corrective actions to meet budget goals.
- Manage inventory and order all beverage items and supplies.

Compliance & Cleanliness

- Ensure compliance with state and local health codes and maintain accurate staff certifications and logs.
- Oversee cleanliness and maintenance of all kitchen and dining areas.

Collaboration

- Work closely with other club managers to ensure member and guest expectations are met and exceeded.
- Foster a team-oriented atmosphere across all departments.

Additional Responsibilities

- Assist and/or fill in for service staff (bartender, wait staff, and cook) during peak times or when short-staffed.
- Implement club initiatives and board directives while adhering to bylaws and policies.
- Stay informed on industry trends and best practices to maintain a competitive edge.

Qualifications

Education & Experience

- Associate degree or equivalent experience preferred.
- At least 2 years of progressive experience in the food and beverage industry.
- Minimum 2 years of supervisory or management experience, preferably in hospitality.

Skills & Abilities

- Proven ability to prioritize tasks, anticipate needs, and take proactive action.
- Strong customer service and conflict resolution skills.
- Excellent leadership and communication skills.

Certifications (Preferred)

- Maine Alcohol Seller-Server Training Certification
- Manager Food Handler Certification
- AED / First Aid Certification

References

- Candidates must provide at least two professional references as part of the application process.
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Compensation

We offer a competitive starting salary range of \$40,000 to \$55,000, with the potential for additional earnings tied to achieving net profit targets. Additional benefits include:

- SIMPLE IRA with company match
- Access to healthcare insurance
- Discounted golf course privileges

Join us at Brunswick Golf Club and be part of a team that delivers exceptional experiences on and off the course.