**F&B Manager Dublin Country Club**

**Brief Job Description:**

Dublin Country Club is looking for a qualified Food & Beverage Manager to manage all aspects of our food and beverage service at the club.

Working in tandem with the General Manager, the Food and Beverage Director will oversee all aspects of the clubhouse including member dining, event organization, wine programming, inventory management, and staff supervision. This position will be responsible for leading the Front of House and the Catering and Banquets departments in providing an exceptional member and guest experience. The candidate should be self-motivated, highly organized, detail oriented, and committed to achieving excellence in all facets of the Food and Beverage operation.

Additional Responsibilities:

* Drafting of a weekly schedule to marry with the flow of the business while meeting budget guidelines.
* Meet with members and guest’s to plan private and regular club catering events.
* Development of a yearly social calendar to provide fun and innovative events that attract and motivate the membership to utilize the club.
* The ability to work closely with the Executive Chef to develop a Club and Banquet menu that is appealing to the members and guests.
* Be highly visible during peak times and high profile events.
* Conduct weekly/daily pre-shift and after-shift meetings to discuss upcoming event information and club activities.
* Develop and maintain beverage inventory levels that are in sync with upcoming events that are happening around the club.
* Motivate staff with hands on training and a positive attitude.
* Leads by example.
* Performs additional duties assigned by the GM.

**Minimum Requirements:**

High School Diploma or GED required.

3-6 years direct experience as Food and Beverage supervisor in private club or a high end restaurant setting.

Position requires self-motivation and a positive attitude.

Focus on paying attention to detail and have the ability to make good decisions in high pressure situations.

Background Checks are required. Position is available ASAP. Salary range commensurate with experience.

DCC is a Drug Free workplace.

Please email Resume and cover letter to:

[johnw@dublincountryclub.com](mailto:johnw@dublincountryclub.com)

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