Job description

We are looking for a professional in the golf industry who is excited and motivated to turn the food and beverage department into something of their own. He/she is responsible for managing all aspects of the Club's daily operations with a strong focus on the clubhouse operations throughout the Club including member dining, member events, activities, turn grill, banquet, and catering functions, etc.

He/she is also possibly responsible for event coordination, recruiting, hiring, training, and supervising the event staff; implementing and monitoring department budgets; managing and maintaining the highest standards of products and services while maximizing profitability through cost and labor control and meeting revenue goals; and applying relevant marketing principles to assure that the wants and needs of Club members and guests are consistently exceeded.

Position Functions and Duties:
Most job duties will pertain to the operation of events and the food and beverage services around the club but could also include filling in for staff within other areas as well.

- Direct and manage daily operations and ensure that the Club's high standards of service and quality are met or exceeded.
- Be knowledgeable of and comply, at all times, with the Club's standards, policies, and regulations to encourage safe and efficient operations.
- Interview, hire, and train employees when necessary. Ensure managers and staff roles and expectations are clearly defined and encourage high morale amongst staff.
- Coach, counsel, motivate, discipline, and hold managers and staff accountable when necessary. Monitor performance regularly. Terminate employees when necessary.
- Assure that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Oversee scheduling of departments and monitor employee records to minimize overtime and keep labor costs within budget.
- This is a very hands-on position. The candidate will be actively engaged in all operations. Not an office role priority.
- Assist in planning and approving external and internal marketing and sales promotion activities for department outlets and special Club events.

- Work with the corporate team to develop and execute operational strategies.
- Establish quantity and quality output standards for staff in all positions within the departments.
- Develop and implement financial strategies by anticipating requirements, trends and variances; develop budgets and action plans and take corrective action when necessary to ensure budgeted goals are attained.
- Manage the ordering of all purchases including food, beverages, supplies, wine, beer, liquor, sanitation, equipment, etc.
- Assist in service when necessary. Expedite when needed.
- Maintain records of special events, house counts, food covers, and daily business volumes.
- Oversee and monitor monthly physical inventory for the timeliness, and accuracy to maximize usage and minimize waste and breakage.
- Maintain a safe, secure, and healthy work environment by establishing, following, and enforcing sanitation and quality of food and beverage preparation, service standards, and procedures.
- Monitor and ensure alcoholic beverage and other regulatory requirements are met.
- Develop departmental objectives, budgets, policies, procedures, and strategies and meet or exceed specified goals.
- Utilize computer programs to analyze forecast, cost, and revenue reports and decisions based on that information to ensure maximizing of profits.
- Implement and monitor sanitation and cleaning schedules.
- Greet members and guests and oversee actual service on a routine and random basis.
- Serve as a member of the Club’s management team and provide necessary reporting to department managers, General Manager, Controller, and Corporate Staff.
- Maintain communication with senior managers to review operational and financial goals and inform them of any problems or unusual matters of significance.
- Work closely with department leaders to ensure goals and objectives are continuously met or exceeded.
- Monitor market trends and stay abreast of changes to remain relevant in the industry.
- Attend staff meetings.
- Performs other duties as assigned by management.

Education/Experience/Skills:

- Possess food safety and alcoholic beverage certification.
- Demonstrated ability to be a team leader, manage employees, and handle members/guests in a diplomatic, constructive and professional manner.
- Must possess exceptional organizational skills and high internal standards of quality and service.
- Must be able to effectively hire, train, motivate, discipline, and terminate employees.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to communicate effectively with staff of diverse backgrounds, cultures, and education levels.
- Proven ability to diagnose problems, respond to complaints, and increase food and beverage efficiencies.
- Excellent listening skills, oral communication skills, and positive interpersonal skills are required.

Please submit your resume to ahenry@theironhorsegolfclub.com and we'll reach out within 24 hours. OR you can call Abigail Henry at 770-402-2011Thanks for applying!

Job Type: Full-time

Salary: $65,000.00 - $79,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Holidays
- Weekend availability

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Alpharetta, GA 30004: Reliably commute or planning to relocate before starting work (Preferred)

Experience:

- Golf Industry: 3 years (Preferred)
- Food and Beverage: 5 years (Required)
- Supervising: 3 years (Required)
- Planning Events: 3 years (Required)

Work Location: One location