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**Mountain Brook Club is currently seeking a Food & Beverage Manager to help run our busy dining and events areas.**

**Club Description**

One hundred and eighty rolling acres in the southern portion of Shades Valley, cupped by two ridges of Shades Mountain, watered by a winding brook, and studded with natural hazards were selected in 1929 by the organizational committee of the Mountain Brook Country Club as the setting for the club house and golf course which now constitutes the properties of the Club. The vision was for:

* A friendly club whose membership is small.
* A restful club, ensconced in a serene and peaceful setting, affording delightful privacy and welcome seclusion from the noise and dust of an industrial city.
* A cozy, homelike, comfortable club in which hospitable spirit and southern charm shall be personified in architecture and atmosphere.
* A serviceable club, which shall combine the convenience and service of an up-to-date club with the informality and charm of a country residence.
* An enjoyable club, which can afford complete facilities for healthful outdoor recreation and diversion and pleasant social contact.

The clubhouse was built and opened for its members during 1929-30.

Perhaps the most famous part of our reputation is the social activities, including excellent food and beverages for the members' enjoyment. Entertaining at the Club is a way of life for our members.

**FOOD & BEVERAGE MANAGER - Job Summary**

Primary role of this position is the execution of the a la carte dining. Supervise service personnel to assure member and guest satisfaction through proper food and beverage service and presentation. In addition to these primary responsibilities, this position will provide additional management to all areas of the Food and Beverage Department.

**Job Tasks (Additional Responsibilities)**

1. Holds pre-function meeting with staff to ensure smooth, efficient service; assigns server stations and coordinates the timing of service.
2. Ensures that all staff are well-groomed and in proper uniform (including name tags).
3. Assures proper inventory of all service equipment and supplies to meet required needs. This to be done on a quarterly basis and submitted to the Food and Beveridge Director.
4. Handles member and guest complaints about their experiences.
5. Hires, trains, supervises, schedules and evaluates service staff.
6. Develops reoccurring staff training to ensure compliance of all operating procedures.
7. Regularly inspects all front- and back-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance and other standards for the department are met.
8. Assures that all shifts are properly staffed in accordance with the approved staffing schedule.
9. Assures the neatness, cleanliness and safety of all areas.
10. Participates in scheduled staff and management meetings.
11. Assumes closing manager or manager on duty responsibilities when assigned.
12. Conducts after-service evaluations to improve quality and efficiency.
13. Ensures that all appropriate charges are billed correctly and forwarded to the accounting department for billing.
14. Plans professional development and training activities for staff.
15. Assures that state and local laws and the club’s policies and procedures for the service of alcoholic beverages are consistently followed.
16. Develops and documents standard operating procedures for service.
17. Assures that event closing procedures are followed.
18. Makes recommendations for the replacement and upgrading of service equipment.
19. Performs other tasks as requested by the Food and Beveridge Director or General Manager.
20. Works with our operating system (Jonas) to ensure it is kept up to date and correct
21. Partners with the Back of the House to develop teamwork.
22. Engages with the Executive Chef in the creation of special and correction of any service flaws.
23. Set clear and obtainable goals and procedures for staff. Train them to those standards and hold them accountable when need be.

**Reports to:** Food and Beveridge Director

**Supervises:** Food and Beverage Staff

Candidate qualifications

* 2-5 years or previous events management with a preference of private clubs
* Highly organized and with a strong record of record keeping
* Ability to interact and engage with the membership to ensure proper execution of members expected experience
* Proficient in Microsoft Office as well of POS (Jonas)
* Enjoys working in a fast-paced environment and able solve issues quickly and correctly
* Enthusiastic and high energy

Compensation and Benefits

* Compensation is commensurate with experience
* Package includes participation in company 401(k), vacation, sick leave and employee meals
* Bonus potential
* Relocation assistance available for applicable candidates

The Club is currently undergoing a significant operation. While the Clubhouse is down, this position is set to start as quickly as possible and engage in the preparation for reopening in October.