



## **Assistant Club Manager – F&B Service Director**

Willow Point Golf & Country Club is an 800 member, exclusively private, corporately owned club located directly on the beautiful waters of Lake Martin, 10 miles south of Alexander City, Alabama; approximately 60 miles from both Birmingham and Montgomery, Alabama; and about 2 ½ hours to downtown Atlanta, Georgia. Willow Point was founded in 1964 and underwent major golf course and dining room renovations in 2004, and significant renovation again to the Grille in 2016. Annual club revenue totals \$8 million, with food and beverage attributing to \$1.8 million and dues/initiation fees \$4 million.

Facilities include:

### Golf

- ❑ 18 holes of championship golf, in which 13 holes are lake front or view, and dual end practice facility.

### Recreation

- ❑ 8,000 sq. ft. infinity edge pool overlooking Lake Martin
- ❑ Private beach, gazebo, and boat docks surrounding the pool
- ❑ 5,000 sq. ft. Fitness Center overlooking the pool and Lake Martin
- ❑ 4 nearby tennis courts, consisting of Pro-Clay and Rubico
- ❑ Extensive summer activity programs for children

### Dining

- ❑ 25,000 sq. ft. clubhouse with several member dining options: our pool snack bar located directly lake-front with a private beach, the Stone Grille offering lake casual and family friendly options, and semi-formal and upscale menu of our Camellia Room and Oak Room Bar & Lounge. Multiple outdoor catering venues are available to accommodate a small golf group to gatherings up to 700 people.
- ❑ Annual Food and Beverage sales mix: 70% a la carte with 30% catering.

### Lodging

- ❑ In addition to the campus of amenities, Willow Point offers its members a unique feature of 37 newly renovated villa rooms that could accommodate an overnight stay maximum of 70 guests. The Club also oversees administration of another off-site rental property, The Lodge at Cocktail Slough, able to accommodate 24 overnight guests.

Willow Point G&CC is looking for an enthusiastic, dynamic, and energetic professional to work with the existing management team in supervising the entire front of the house operation, including the ultimate responsibility of shaping the service culture through leadership and example. The successful candidate should have some level of supervisory experience preferably in private clubs, but understandably in some field of the Hospitality Industry; have a working knowledge of formal and casual food and beverage operations, including pool snack bar and banquet execution; have a working knowledge of point of sale systems, Microsoft Word and Microsoft Excel; must be able to comfortably participate in recruiting, retaining, supervising, terminating, motivating, training, scheduling, and coaching food and beverage service employees; must have a working knowledge of bar and wine service; must have a working knowledge of banquet and a la carte dining service techniques, set-ups and standards; and must have effective verbal and written communication skills in order to interact with hourly staff, management team, and our members. The position answers directly to the General Manager. The position directly supervises all front of the house operations and regularly shares Closing Manager duties on a rotation with existing F&B supervisors.

Starting salary compensatory to industry standards and experience level. Benefits include offering full individual health/dental insurance, \$20,000 life insurance coverage, company 401K plan, CMAA annual membership dues with approved educational sessions, and appropriate daily meals are provided. A pre-employment drug screen and background check will be required. The position is available immediately. Please e-mail your resume to the following:

Brian West, General Manager

Email: [bwest@russelllands.com](mailto:bwest@russelllands.com)

Please see our club website at [www.willowpoint.com](http://www.willowpoint.com) or corporate [www.russelllandsonlakemartin.com](http://www.russelllandsonlakemartin.com)

# **Job Description: Assistant Manager – Food & Beverage Service Director**

## **I. Job Summary**

Manage the service experiences of members and guests for a la carte and banquet dining. Supervise all Front of the House staff; greet and seat members and guests; maintain order and cleanliness; assure that member satisfaction and the highest of service standards are consistently attained.

## **II. Duties**

1. Receives and greets members and guests
2. Suggests and describes daily features, available appetizers, entrees, desserts, alcoholic beverages and wines to members as needed
3. Assists in the development, updating, and inventory of the wine list
4. Schedules all FOH personnel and plans dining room set-up based upon anticipated member/guest counts and needs
5. Carefully supervises dining room staff to help assure proper service; pours beverages and takes orders when necessary
6. Inspects dining room employees to ensure that they are in proper and clean uniforms at all times
7. Helps select, train, supervise and evaluate FOH staff
8. Receives and resolves complaints concerning food, beverages, and service
9. Provides appropriate reports concerning daily activity, employee hours, schedules, pay rates, job changes, etc.
10. Assures that all service staff efficiently and effectively attends to member's food and beverage orders
11. Inspects daily the clubhouse and all dining areas to ensure proper readiness, maintenance, cleanliness, and safety
12. Assures that opening and closing side work and cleaning tasks are assigned and completed as required
13. Serves as liaison between the FOH and BOH
14. Directs pre-meal meetings with service personnel and conducts line-up for banquets as needed. Relays information and policy changes and briefs personnel
15. Maintains an inventory of dining room items including silverware, linen, glassware, coffee pots, water pitchers, salt and pepper holders, sugar bowls, etc.; to ensure sufficient count and proper storage
16. Works in coordination with the Catering Director, Beverage Director, and Food & Beverage Captains to oversee FOH banquet set-up as well as banquet execution and breakdown.
17. Assists with table clearing and resetting as needed.
18. Suggests when additional service supplies and small equipment are needed.
19. Enforces established rules, regulations and policies.
20. Ensures maintenance and supply of cigars, gratis items, and other dining room amenities.
21. Attends scheduled staff meetings.
22. Assures that the dining room and other club areas are secure at the end of the business evening for the respective closing shift.
23. Performs other respective duties or projects as assigned by the General Manager.

## **III. Reports to**

General Manager

## **IV. Directly Supervises**

All banquet and a la carte operation Captains, Servers and Bartenders