



## **Food and Beverage Manager**

### **Wheeling Park District**

**Contact Name:** Annie Gonzalez

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**Closing Date:**

**Salary:** 70,000-85,000

#### **Description:**

Wheeling Park District, incorporated in 1961, is located in northern Cook and southern Lake Counties, and is 27 miles northwest of downtown Chicago. The Park District serves a population of 42,828 residents living within the Village of Wheeling, and small portions of Prospect Heights, Buffalo Grove, and Arlington Heights. It encompasses an area of just over 8.5 square miles. The Park District is considered to be a primary government – providing a full range of recreation activities, public open space, recreational facilities, a full-service country club, and districtwide events for its communities.

Services provided include recreation programs, park management, capital development, and general administration. The Park District manages 21 sites on approximately 350 acres. Recreational facilities operated by the Park District include one undeveloped natural area, twelve parks, one sports complex, one outdoor aquatic center, one community recreation center, one indoor pool, a health and fitness center, a historical museum, two community gymnasiums (shared with Community Consolidated School District 21), a championship-quality 18 golf course and banquet facility, and driving range, as well as a number of softball/baseball fields, football and soccer fields, pickleball courts, playgrounds, and picnic shelters.

**JOB TITLE:** Food and Beverage Manager

**SUMMARY:** Promote Wheeling Park District and Chevy Chase Country Club by providing coordination and production of food from the Gable Grill, kitchen, banquets, weddings and golf outings that exceeds the expectations of all guests. Serves as Food and Beverage Manager for Chevy Chase Country Club. Responsibilities include overall supervision and direction of all Clubhouse food and beverage operations. Ensures that all programs and services are conducted and fulfilled in a manner consistent with the goals and objectives of Chevy Chase and Wheeling Park District.

**EDUCATION & EXPERIENCE:** Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in Food Service/Restaurant Management, or closely related field.

**QUALIFICATIONS:** Must have a minimum of five (5) years of full-time related experience in banquet/catering management and a minimum of two (2) years of supervisory or administrative experience. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted. Must possess the ability to hire, organize, direct and supervise the work of subordinate employees for banquet/catering responsibilities. Valid

BASSET/TIPS certification or ability to obtain certification within 45 days. CPR/AED Certifications or be able to earn within 60 days. Must possess a Food Safety Manager Certification. A valid Illinois Driver's License. Must be able to read, write and communicate in English.

#### RESPONSIBILITIES:

Responsible for the day-to-day operation of the Gable, Devonshire, Grand Ball Room, patio.

Develops food presentation format and cost control procedures for all inventory items and menus as required. Ensures that actual costs remain within acceptable budgeted limitations.

Sets staffing requirements, work schedules and training programs.

Establishes vendor files for the timely ordering of all consumables and operating supplies.

Maintains exacting control over state-monitored areas; e.g. alcoholic beverage / sale and distribution, hygiene and sanitation, employee health cards.

Researches new products and develops cost benefits evaluation.

Monitors ordering and receiving of merchandise to ensure proper quantity and price.

Control of Banquet china, cutlery, glassware, linen and equipment

Promotes and maintains a program with results in the highest level of guest satisfaction.

Personally greets guests whenever possible, while overseeing service and presentation on a routine, random basis. Personally responds to guest complaints. Periodically checks with members / guests to ensure proper and timely service.

As required, directs the planning and implementation for special events and/or catered affairs.

Is present in most F&B events to ensure maximized guest satisfaction and execution.

Ensures that adequate cash control procedures are followed, and that documentation for it is reported in an accurate and timely manner.

Ensures that the Gable, Devonshire, Grand Ball Room, and patio are always prepared, clean and ready for scheduled operation.

Checks all areas to ensure that server stations and support items are available and clean, that tables are properly set and presented.

Ensures that all the components of the registers and related cashier functions are properly working. Ensures that cash receipts are properly recorded, deposited and reported. Oversees all administrative requirements to include credit card transactions.

Consistently complies with all state, local and District's laws / policies regarding the sale and disposition of alcoholic beverages.

Hire, train, evaluate and supervise Event Managers, Banquet Captains, bartenders, and wait staff.

Coordinates F&B meetings and participate in All Agency Meetings.

Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.

Assists the Director of Chevy Chase in the developing / implementing long range and annual plans, operating reports, forecasts and budgets.

As staffing needs dictate, may be required to assist in the actual operation of any department within the Clubhouse.

Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.

Performs other duties as assigned.

**SALARY:**

\$70,000 - \$85,000 DOE

**Benefits:**

In exchange for your time and talent, we offer a generous benefits package including:

- Medical Insurance (Blue Cross Blue Shield HMO, or PPO)
- Dental Insurance
- Vision Insurance
- Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Section 125)
- Eight (8) Paid Federal Holidays
- Paid Vacation
- Four (4) Floating Holidays
- Twelve (12) Paid Sick Days
- Tuition Reimbursement
- Incentivized Wellness Plan
- Health & Fitness Membership
- Outdoor Pool Membership
- Program and Facility Discounts

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The Wheeling Park District is an Equal Opportunity Employer, and participates in E-Verify.