



Food & Beverage Manager

Channahon Park District

Contact Name: Michael Huber

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Closing Date:

Salary: \$60,000 - \$70,000

Description:

Position Summary:

The Food and Beverage Manager job duties include, but are not limited to, assist in managing and coordinating all aspects of Heritage Bluffs Golf Club's food and beverage operation, such as kitchen, restaurant, banquet facility and beverage operation. Provides management to achieve organizational goals and customer satisfaction. Oversee clubhouse and assists to ensure an efficient operation, including supervising and directing staff, developing goals for the operation, assisting in development of a budget and managing same. Reports to the Director of Golf Operations. This is a year-round full-time position and is eligible for benefits.

Essential Job Functions

The functions listed below are indicative of what the Food and Beverage Manager might be asked to perform.

This is not an exhausted list of job responsibilities and is not meant to limit job expectations. Therefore, additional duties may be assigned by their supervisor.

Administration

- Direct, manage and supervise all kitchen, restaurant, banquet and beverage operations.
- Oversee and direct all banquet and special event functions: such as attracting and retaining clients, client consultations, booking of events, managing and implementing contracts and all associated documents. Coordinate all day-to-day event logistics, including staffing, set-up and day of event management.
- Supervise all food and beverage purchases to enable maximum profit margins.
- Control, manage and maintain labor, food and liquor costs.
- Ensure proper staffing levels that provide both proper service and a cost-effective operation.
- Ongoing menu analysis and modification to ensure industry standards are achieved.
- Manage daily operations for facility
- Operate and troubleshoot facility point of sales systems.
- Complete performance evaluations for all food and beverage staff.

- Ensure enforcement of personnel policies within Department and address employee matters including grievances and recommend resolutions.
- Developing and recommending new and more efficient systems and operations to maximize resources.

Customer Service

- Maintain positive interaction and cooperation with park district staff, the public and facility patrons.
- Hire, train, schedule, reward, discipline and terminate staff as required.
- Direct, manage, motivate and oversee staff to ensure they are performing properly and customer needs are satisfied.
- Produce a work environment and culture that encourages employee self-motivation.

Financial Management

- Oversee the preparation, maintenance and filing of accurate records and reports including financial paperwork.
- Review and monitor food and beverage operations financial reports for accuracy and improvements.
- Assist in development and implementation of annual budget.
- Accurately complete facility payroll.
- Efficient in coding facility invoices with corresponding budget account numbers.
- Compete inventory to ensure all products are accounted for and present.

Planning

- Develop, implement and evaluate goals and objectives relating to food and beverage operation.
- Attend and administer meetings to exchange ideas and update facility progress.
- Assist in future planning and direction of food and beverage operation.
- Stay current with and institute industry trends to ensure future success of facility.

Safety and Risk Management

- Keep facility, employees and patrons safe always and exercise safety procedures especially during inclement weather.
- Support, promote and make recommendations regarding all safety, health and loss control policies adopted by the Park District.
- Maintain a safe, secure and healthy facility environment by establishing, following and enforcing sanitation standards and procedures that comply with health and legal regulations.
- Familiarity with and effective implementation of Employee Safety Manual.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

Other Job Functions

- Perform the job in compliance with Park District policies.
- Demonstrate and support the Park District's mission statement, vision statement and values.
- Trusted and responsible for proper handling of large sums of money, keys and facility security codes and adherence to security procedures and policies.
- Serve on various district committees and/ or task forces as assigned.
- Assist with and/or attend park district special events.
- Maintain high staff morale through positive leadership.
- Adhere to the District's safety and loss prevention policies and procedures

- Follows and encourages safe work practices and participates in risk management activities and trainings.

Requirements of Work

- Knowledge of computers – Microsoft Office Applications and Point of Sales System
- Graduation from a High School or equivalent, Culinary Arts or Hospitality degree of study preferred
- Possession of a valid Illinois Driver's License
- Minimum age of 21 years
- Ability to work in stressful conditions
- Demonstrate good safety awareness and judgement

Necessary Special Requirements

- Certified in Alcohol Awareness Training – or ability to obtain within first week of hire
- Food Protection Manager Certification – or ability to obtain within 30 days of hire
- Basic budget and cost-accounting experience
- First Aid and CPR/AED certifications – or ability to obtain within three months of hire

Work Location

Heritage Bluffs Golf Club, 24355 West Bluff Road Channahon, IL 60410

Contact with Others

Position involves everyday internal and external contacts, acting as a public relations agent for the Department, responsible for supervision of clubhouse and golf course employees (not golf course maintenance) and may be authorized to make commitments on behalf of the department. Responsible for first-level employee discipline and recommendation of more serious discipline. Hears grievances, reports them and assists with proper follow-up.

Hours of Work and Compensation

Hours would be based on needs of the facility. As a member of management, the successful candidate may be required to be present at any time that the facility is open to the public depending on the needs of the operation. This position is a full-time position of at least 40 hours per week on average, but may be required to work more, less or irregular hours depending on the facility needs.

Working Conditions:

- Requires physical activity, including but not limited to reaching, pulling, pushing, kneeling, crouching, stooping, bending and sitting.
- Requires talking and hearing to communicate with personnel and patrons.
- Walking will be necessary to inspect facility on a regular basis.
- Writing or communicating in written or electronic form, obtaining information from written material.
- Assisting in ensuring general safety within the facility will be required.
- Requires sitting to perform typing, writing, telephone and computer usage.
- Lifting up to 50lbs.

HOW TO APPLY: The Channahon Park District is accepting applications for the position of Food and Beverage Manager. Applicants should send their documentation (marked "Personal & Confidential")

to:

Food and Beverage Manager c/o Michael Huber,
Director of Golf Operations, Channahon Park District 24355 West Bluff Road Channahon, IL 60410.
Documentation may also be emailed to: mhuber@channahonpark.org