

## **Job Title:** Assistant Manager - Food & Beverage

### **Company Overview:**

Join our small but dynamic team at Pigeon Creek Golf Course and Event Center! We are currently seeking a talented and motivated Assistant Manager - Food & Beverage to lead the food and bev operations at both the golf course and event center.

### **Position Summary:**

As the Assistant Manager - Food & Bev, you will play a key role in enhancing the overall guest experience at our prestigious golf course and event center. You will be responsible for overseeing the day-to-day operations of beverage service at the bar(s) and beverage carts in addition to light food service, ensuring high-quality customer service, and creating a welcoming atmosphere for our members and visitors. This position will manage all aspects of the food and beverage service, including but not limited to staffing, scheduling, ordering, inventory management, and adherence to health and safety regulations

### **Responsibilities:**

1. **Menu Implementation:** Collaborate with the GM & Venue Manager to create appealing food and beverage offerings that cater to a wide clientele base, aligning with the golf course's standards and goals.
2. **Operational Excellence:** Create standard operating procedures, implement them and uphold them.
3. **Customer Service:** Uphold the highest standards of customer service, ensuring a positive and memorable experience for every guest. Address feedback promptly and proactively.
4. **Inventory/Order Management:** Take proper counts on a weekly basis and conduct thorough and timely orders to ensure both the clubhouse and event center have the supplies necessary for operation.
5. **Staff Training:** Provide leadership and training to a team consisting of both bartenders and bev cart personnel, fostering a culture of excellence, teamwork, and professionalism.
6. **Financial Management:** Monitor and manage the daily sales, running specials as needed, and assisting in weekly reporting for planning purposes.
7. **Event Coordination:** Work alongside the Venue Manager to execute special events and private functions hosted at the golf course and event center. Help

plan food and bev needs for events hosted by Pigeon Creek Golf Course and Event Center.

8. **Team Collaboration:** Work closely with other golf course staff to ensure the efficient and effective operations of the facility.

**Qualifications:**

1. Proven experience as a Food and Beverage Manager or similar role. Golf course food and bev knowledge is a plus.
2. Bartending background or a strong understanding of alcoholic beverage creation and standard bar operations.
3. Excellent leadership and interpersonal skills.
4. Exceptional organizational and multitasking abilities.
5. Knowledge of health and safety regulations.
6. Strong problem-solving and decision-making skills.
7. Flexibility to work evenings, weekends, and holidays as needed.
8. Ability to lift 25-50 lbs.
9. TIPS Certified and Food Safe Certified or the ability to become certified within 30 days of hiring.

**Compensation:**

\$18+ / hour based on experience.

Tips eligible based on shift.

**How to Apply:**

If you are passionate about delivering exceptional food and beverage experiences in a unique golf course setting, we invite you to apply by submitting your resume and a cover letter detailing your relevant experience.