



## The Surf Golf and Beach Club

### **Position Available: Food and Beverage Manager**

The Surf Golf and Beach Club, the Grand Strand's third-oldest course, tucked away steps from the ocean in the community of North Myrtle Beach, SC, is looking for a dynamic Food and Beverage Manager. The key to success in this role involves setting an exemplary standard of leadership, and requires outstanding service skills, attentiveness, a strong work ethic and the ability to be initiative-taking and exceed members and guests' expectations.

### **Position Overview:**

Reporting directly to the General Manager, the Food and Beverage Manager holds accountability for seamlessly managing all front-of-house food and beverage operations according to Club policies and procedures. This encompasses overseeing the execution of club events and private functions to ensure exceptional service delivery and consistency. With a focus on essential functions and responsibilities, the Food and Beverage Manager has a pivotal role in an exceptional team dedicated to meeting and exceeding the expectations of our members and guests.

### **Job Summary:**

- Responsible for all F&B day-to-day operations, including staffing, inventory control, and ensuring proper cleanliness, maintenance, and service standards.
- Directly supervise all front-of-house employees (dining rooms, bar, beverage cart, pool, banquets, and member events), including hiring, training, developing, and weekly scheduling. Understands employee positions well enough to perform duties in employee's absence.
- Responsible for monthly and annual inventories (beer, liquor, wine, glass, silver, linens, etc.)
- Implement and coordinate all member events, working closely with the food and beverage team for banquets, weddings, and special events.
- Greets members and guests and maintains appearance in the restaurants and bars during all peak periods. Conduct frequent checks throughout the shift, assisting team as needed.
- Oversees all banquets and social functions, including member and member-sponsored events.
- Works closely with Executive Chef to facilitate a strong relationship between the kitchen and front-of-house staff, to ensure smooth execution of service for members.
- Manages dining rooms and bar to ensure proper room preparation, including set-up of tables, chairs, linens, table settings, glassware, etc. Responsible for any nightly reset.
- Using the BEO's in writing up the staff set-up sheets for each event, and monitors function sheets (BEOs) against actual room set-up.
- Monitor and ensure that all service staff are in proper uniform, and a high standard of service is delivered in a professional and friendly manner.
- Provides continuous standards of service training, and develops consistent employee schedules, ensuring all shifts are covered to accommodate events and cross training where appropriate.
- Maintains, programs, and operates the POS system.

- Adhere to all budgetary requirements, controlling costs and hitting set targets, especially with regards to payroll.
- Ensure adherence to, and compliance with all health and safety, liquor consumption, and all other food and beverage regulations. Keep current and proper documentation of all training, and update employee files, including SERV Safe and TIPS.
- Responsible for the Club's wine and beverage program, including beverage menus and special event wine dinners.
- Address all food and beverage member complaints within 24 hours to ensure member satisfaction. Consults with the General Manager if assistance and any other appropriate corrective actions are needed.
- Reviews and reports all accidents and works with the General Manager and HR in completing accident reports.
- Must be flexible to accommodate changing and extended hours and duties, with the possibility of a 6-day work week, especially during a busy season when required to do so and during all holidays.
- Have a strong sense of urgency and responsiveness, and an ability to spot and resolve problems efficiently.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

#### **Qualifications:**

- Thorough knowledge of all food and beverage areas, emphasizing restaurant, lounge, banquet operations, and service standards.
- Knowledge of management and profit and loss concepts.
- Computer literate.
- Minimum of three years in food and beverage management.
- Event Planning qualifications are necessary.
- Point of Sales systems knowledge (Jonas preferred).
- Alcohol awareness training.
- Certified Safe Serve Manager.
- Undergraduate degree in hospitality or business management or equivalent work experience.

#### **Physical/Environmental Demands:**

The position requires work performed in indoor and outdoor environments. Indoor activities include sitting or standing for long periods, reading, writing, verbal communication, and operating office equipment. Can tolerate exposure to variable and adverse weather conditions. Active physical work involves carrying, pushing, pulling, stooping, kneeling, crouching, bending, reaching, and walking long distances. Must be able to work long hours during certain seasons. Must be able to regularly lift and move up to 15 pounds, frequently lift and occasionally lift and move up to 50 pounds.

#### **How to apply:**

**Send Resume and Cover Letter to Richard Convertini, General Manager; [Richard@surfgolfclub.com](mailto:Richard@surfgolfclub.com)**