



Sunset Country Club

2730 South Main St

Moultrie, GA 31768

www.sunsetcountryclubga.com

Sunset Country Club, a private, 18-hole facility in southwest GA, is searching for a dynamic and experienced Food and Beverage Manager who will lead our F&B team, ensure an outstanding dining experience for every guest, and will help set the tone as we open our renovated kitchen that serves an active bar, multiple dining areas, and a ball room that holds up to 175 people. The club serves lunch Tuesday through Sunday, Dinner Thursday through Saturday, and is closed on Mondays (except for outings).

Compensation: Base salary is \$55,000-\$60,000 (depending on experience) with a potential of up to \$75,000+ including incentives for F&B Sales and Room Rentals; Health Insurance Stipend; one meal per day when kitchen is open; two weeks of paid vacation/PTO annually; discounts on all Golf Shop merchandise; golfing and guest privileges; opportunity to shine!

Qualifications:

- Proven experience in a managerial role within the food and beverage industry
- Strong leadership and team management skills
- Excellent organizational and multitasking abilities; detail-oriented
- Knowledge of inventory control and budgeting
- POS system experience required – Jonas POS system a plus
- Flexibility to work evenings, weekends, and holidays as required
- Serve-Safe certified
- Prior chef or culinary experience a plus

Job Responsibilities:

- Oversee & manage the entire F&B operation.
- Manage, train and motivate staff, creating a positive and efficient working environment.
- Collaborate with the kitchen and front-of-house teams to ensure a smooth operation.
- Ensure compliance with health, safety, and hygiene regulations.
- Monitor the quality of the product and service provided, and taking action to improve any shortcomings, ensuring high standards of service, quality, and presentation.
- Foster strong customer relationships by addressing concerns and ensuring guest satisfaction, striving to provide excellent customer service
- Pay attention to details and be organized.
- Maintain a log or calendar of all events and event information, including a file for each event.

- Communicate well and often with entire staff, including all F&B employees, the General Manager, Golf Professional, Superintendent and Office Manager, as well as with vendors, and tournament and event coordinators.
- Plan and create menus in collaboration with culinary team, considering factors such as seasonal availability, customer preferences, and budget constraints.
- Develop and manage inventory, budgeting, and scheduling for the department.
- Perform accurate monthly inventories of all F&B with prompt reporting to Accounting.
- Manage stock levels and order food, beverages, and supplies as necessary.
- Manage and control food costs.
- Organize marketing activities, such as promotional events, added-value schemes, and wine dinners.
- Manage all F&B aspects of both in-house and outside events, including tournaments, weddings, conferences, and other special occasions.
- Stay up to date on F&B trends and practices.
- Be willing to roll up your sleeves and step in to do whatever is needed such as serve, bartend, or cook.

Please email your resume, cover letter, and references to Mike Myszkowski, General Manager, at mmyszkowski@pga.com.