



Date of Notice: June 18, 2017  
Position Title: Food & Beverage Manager  
Job Location: Prairie Highlands Golf Club – Olathe, KS  
Start Date: ASAP



### **Position Summary:**

Responsible for all food and beverage service at Prairie Highlands Golf Club. Directly supervises all food and beverage staff including all service and beverage cart staff. Plans and implements budgets. Hires, trains and supervises subordinates. Applies relevant marketing principles to assure that the wants and needs of our members and guests are consistently exceeded.

### **Essential Duties and Responsibilities:**

- Provide appropriate leadership, direction, supervision, and guidance to subordinate management staff in accord with Company culture and mission statement to promote positive employee morale and performance quality.
- Implement departmental operating policies & procedures through training and supervision.
- Assure the efficient and timely submission of all required operational, financial, budgetary and related reports.
- Assists in planning menus for the grill, tournaments, holidays and special events.
- Price and cost menus, while taking into consideration customer needs, marketing conditions, popularity of various dishes, holidays, costs, and a wide variety of other factors.
- Plan and implement staffing schedules to ensure member and guest satisfaction is achieved within staff plan guidelines. Monitor activities to ensure compliance with company payroll policies and procedures.
- Develop and maintain vendor relations to ensure quality and pricing.
- Ensure efficient and accurate execution of banquet functions, meetings, special events and outings.
- Provides appropriate reports to accounting regarding employee hours, schedules, pay rates, job changes, tip pools, etc.
- Receives and handles complaints concerning food, beverages or service.
- Train employees regarding safety, hazardous materials, sanitation and accident prevention principles.
- Maintain the budgeted monthly food cost and labor as outlined in the annual budget.
- Conduct monthly inventory of beverage and supplies.
- Provide orientation of company and department rules, policies and procedures and oversee training of all new staff.
- Produces daily/monthly sales analysis and other reports from the POS system.
- Develops and maintains the dining room reservation system and the POS system.
- Monitors labor and supplies budget; makes adjustments as necessary to achieve financial goals.
- Knowledgeable of all GreatLife KC policies regarding personnel. Administer prompt, fair and consistent corrective action for any and all violations of company policies and procedures.

- Manage employment activities for F&B staff members, including but not limited to, monthly staff meetings, personnel recruitment and selection, performance evaluations, training, compensation, discipline, termination, etc.

**Qualifications:**

- 2 years applicable functional, supervisory and/or management experience
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Must maintain a valid Food Handlers Management Certification (i.e. ServSafe) within the proper Indiana jurisdiction.
- Positive attitude, professional manner and appearance in all situations.

**Supervises:**

All food & beverage service staff

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