

## CLUBHOUSE MANAGER AT BOCA WEST COUNTRY CLUB

Located in the heart of Boca Raton, Florida, in Palm Beach County, Boca West Country Club is a private, resident-only, luxury country club community.



With four championship golf courses, an award-winning USTA tennis facility, a luxurious spa, six renowned restaurants, and an active social community – all surrounded by 1,400 acres of lush, tropical landscaping – Boca West offers an incomparable lifestyle and impeccable service. Coming soon is the completion of a \$45 million Club Expansion Program that includes a seismic 96,000 square foot Aquatics Center with five pools and a new restaurant bar, as well as a full-scale renovation of the two-story Sports Center Complex that will include for spin, aerobics, Pilates, and core training. A serene spa relaxation courtyard will be added with an outdoor wet area as well as an outdoor rooftop bar and terrace overlooking the magnificent Palmer Golf Course.

### JOB DESCRIPTION

We're looking for an innovative and creative Clubhouse Manager who thrives in a busy, energized, high-volume and fun environment. If you are someone who has a passion for all things food and beverage, loves to be in a fast-paced environment where you can showcase not just your own talent but mentor others and help exceed our member's service expectations then this is the opportunity for you!

**Title Reporting:** Exec Chef, Director of Catering, F&B manager & Dir Purchasing

**Minimum Years in Industry:** 2-3 Minimum Years Supervising: 2-3

**Experience:** in the Luxury market at a hotel, resort or club.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have supervisory skills and training ability. Must be able to prioritize tasks.

## **EDUCATION**

4-year college degree, preferably in the Hospitality Management field or similar

## **EXPERIENCE**

-Must have previous upscale resort or club experience in a Food &

Beverage management capacity

At least 2-3 year's experience as a Food & Beverage Director looking to grow career.

## **GENERAL STATEMENT OF DUTIES:**

Works with and supervises Food & Beverage managers, and directs the operations of the Food & Beverage Department in a manner that will result in high quality, food and beverage services in order to maximize the sales and profitability of the entire operation.

## **MAJOR DUTIES AND THEIR DEFINITIONS (IN ORDER OF IMPORTANCE):**

1. Develops an operating budget for each of the department's revenue outlets; after approval, monitors and takes corrective action as necessary to maximize the profitability of the operation.
2. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
3. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
4. Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
5. Helps plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff.
6. Helps plan and approves external and internal marketing and sales promotion activities for food and beverage department.
7. Researches new products and develops an analysis of the cost/profit benefits.

8. Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize food costs.
9. Consults with Executive Chef, Catering Manager and Purchasing Manager and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost.
10. Assists in planning and implementing procedures for special club events and banquet functions.
11. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
12. Approves all product invoices before submitting to Accounting department.
13. Responsible for the proper accounting and reconciliation of the Point of Sale (Squirrel) systems and member revenues.
14. Maintains records of special events, house counts, food covers, and daily business volumes.
15. Audits and approves weekly payroll.