

NOW HIRING

FOOD & BEVERAGE MANAGER

JOB DESCRIPTION

The Food and Beverage Manager plays a pivotal role in the day-to-day leadership and coordination of the Club's food and beverage outlets and banquet operations. This individual ensures a seamless, elevated, and consistently exceptional experience for members and guests. Working in close collaboration with the Director of Culinary and Beverage, as well as other department heads, the Food and Beverage Manager is responsible for upholding the Club's standards of excellence while effectively executing its overall vision.

OPERATIONAL LEADERSHIP

- Provide oversight of all clubhouse food and beverage operations, including casual and fine dining outlets, snack bar, pool bar, and private event spaces.
- Maintain a visible presence during peak service hours to engage with members, support staff, and ensure exemplary service delivery.
- Lead, mentor, and inspire a high-performing service team, fostering a culture grounded in excellence, accountability, and professionalism.
- Enforce performance standards, deliver ongoing coaching, and implement robust training programs to ensure hospitality standards are consistently met or exceeded.
- Serve as a key ambassador of the Club, building relationships with members and guests, attentively addressing needs, preferences, and feedback.
- Address concerns and special requests with discretion, ensuring resolution aligns with the Club's service values.
- Monitor and manage revenue, expenses, and labor costs to maintain operational efficiency without compromising service quality.
- Ensure all clubhouse areas are meticulously maintained, clean, and always welcoming.

BANQUET AND RESTAURANT OPERATIONS

- Oversee the setup, execution, and breakdown of banquet functions, ensuring seamless and high-quality service throughout each event.
- Supervise and train restaurant and banquet staff, including servers, bartenders, and event setup crews, to maintain consistency and professionalism.
- Develop and maintain detailed event timelines, layouts, and service procedures to ensure flawless execution.
- Ensure compliance with all health, safety, and sanitation regulations and standards.
- Motivate and support staff in delivering outstanding guest experiences.
- Perform physically demanding tasks, including lifting and balancing trays up to 20 lbs for extended periods, and food expediting when necessary.
- Maintain effective communication with relevant departments and management to ensure smooth coordination across operations.
- Execute additional duties as assigned by the General Manager, Director of Culinary and Beverage, Director of Restaurant Operations and Director of Banquet Operations.

BENEFITS

- 401(k) 6% Match
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at ajaramillo@bellacollina.com