



# Evergreen Golf Centre

**Job Title:** Food and Beverage Manager

**Job Overview:**

We are seeking a dynamic and experienced Food and Beverage Manager to oversee the food and beverage operation at our new suited driving range and restaurant. The ideal candidate will have a passion for hospitality, exceptional leadership skills, and a proven track record of delivering high-quality food and beverage services.

**Responsibilities:**

1. Develop and execute strategic plans to enhance the overall food and beverage experience for all guests.
2. Administers menu design, product pricing, ordering, inventory control procedures, and end of month inventory.
3. Recruit, train, and supervise a team of kitchen staff, servers, bartenders, and other F&B personnel in conjunction with the Head Chef.
4. Ensure compliance with health and safety regulations, as well as food hygiene standards.
5. Collaborate with the Head Chef to create innovative menus that cater to all customers and the business model of Evergreen.
6. Maintains regular communication with the General Manager and Head Professional to ensure operational objectives are being met. Coordinates all group events through the Head Professional.
7. Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
8. Oversee the scheduling of staff to ensure adequate coverage during peak hours and special events.
9. Monitor customer feedback and implement improvements to enhance service quality and customer satisfaction.
10. Establish and maintain relationships with vendors and suppliers to source high-quality ingredients and beverages.
11. Prepare and manage the budget, monitoring expenses and revenue to achieve financial targets in conjunction with management.
12. Inspects facility regularly to ascertain any maintenance, repairs, or clean-up needs. Ensures all equipment is in proper working order, including beverage cart.

**Qualifications:**

- Proven experience as a Food and Beverage Manager or similar role in the hospitality industry.
- Strong leadership and organizational skills, with the ability to motivate and inspire a team.
- Excellent communication and interpersonal abilities, with a focus on delivering exceptional customer service.
- In-depth knowledge of food and beverage operations, including menu planning, cost control, and inventory management.
- Familiarity with industry regulations and standards for food safety and sanitation.
- Ability to work flexible hours, including evenings, weekends, and holidays, as required by business need.
- WIMIS, Pro-serve, First Aid/CPR or the willingness to obtain these certificates.

**Benefits:**

- Competitive salary commensurate with experience. (\$50,000 to \$70,000+). Bonus possibilities.
- Health insurance and other benefits package.
- Opportunities for professional development and career advancement within the organization.
- Access to golf facilities and other perks associated with the position.