



Job Title: Food and Beverage Manager

Status: Full-time

Department: Administrative/ Food and Beverage

Supervisor: Director of Food and Beverage

Club Overview

In the heart of Titledown, the Green Bay Country Club is a nonprofit Club that operates as a private championship quality 18-hole golf course, clubhouse, and related facilities for its members. It all began in 1992 when a group of 12 Founders discovered and purchased this piece of rolling farmland and started to build Green Bay's second fully private golf club with a clubhouse located at 2400 Klondike Road. On May 5th, 1995, the 18-hole golf course, designed by Dick Nugent, opened for play to a sold-out golf membership. It is considered one of the finest and most challenging courses in Wisconsin and is currently rated one of the top ten in the state. The Clubhouse and golf course are laid out to provide breathtaking views of the Bower Creek area, and the Main Clubhouse which just completed a \$10M renovation in 2022.

The Main Clubhouse hosts a Pub, Lounge, and Simulator Suite on the main floor in addition to the Vista dining room. The main floor also features an outdoor wrap-around Veranda, and a private patio with brick fireplace off the Vista dining room. The bottom floor of the Main Clubhouse features a Bourbon Room with outdoor covered patio, the 19th Hole Indoor-Outdoor Bar, and the 19th Hole patio in addition to an 18th Hole Observation Area.

In 2005, a second clubhouse opened at 2300 Klondike Road (slightly west of the Main Clubhouse) and became known as the Sports Center. In addition to full food and beverage service and locker room facilities, the area surrounding the Sports Center offers an outdoor swimming pool with a zero-entry area and a 130-foot slide, a 6-hole par 3 course (called the Quarry Course), an indoor golf performance center (on the lower level), a racquets pro shop to service six outdoor tennis courts and Pickleball courts.

The Club is fully private, and member owned, and it exists for the pleasure of our members and their guests. Known as much for its vibrant social scene as for the tremendous golf, the Green Bay Country Club is a home away from home for an active and fun-seeking family-oriented membership.

The Club is open year-round and offers a variety of indoor golf, outdoor recreation, and social and dining opportunities in the off-season.

Job Description

General Duties:

- **Supervision:** Reporting to the Director of Food and Beverage, the Dining Room Manager will supervise member dining hourly associates, including Bartenders, Servers, Bussers, and Food Expeditors.
- **Budget and Planning:** Work with the Director of Food and Beverage to plan and implement budgets.
- **Staff Management:** Hire, train, and supervise subordinates.
- **Inventory Management:** Manage physical inventory verification and provide updated information to the accounting department.

Organizational Duties:

- **Safety and Standards Compliance:** Ensure all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
- **Staffing Management:** Manage long-range staffing needs of the department.
- **Legal Compliance:** Ensure adherence to all legal requirements, including wage and hour laws and federal, state, and local laws pertaining to alcoholic beverages.
- **Policy Development:** Assist Director of Food and Beverage in developing and implementing policies and procedures for food and beverage departments.
- **Wine Programs:** Help develop wine lists and bottle/glass wine sales promotion programs.
- **Collaboration:** Work with Executive Chef, Director of Events, and Director of Food and Beverage to ensure proper setup and execution of daily functions.
- **POS System Proficiency:** Highly proficient in POS system, Club Essential, for banquet and dining room.

Training and Development:

- **Staff Orientation and Training:** Ensure effective orientation and training for new staff and professional development activities for experienced staff.
- **Professional Development:** Develop ongoing professional development and training programs for service personnel.

Other Duties:

- **Member and Guest Interaction:** Greet members and guests and oversee actual service on a routine, continuous basis.
- **Complaint Resolution:** Address member and guest complaints and communicate with Director of Food and Beverage about appropriate corrective actions taken.
- **Staff Scheduling:** Responsible for weekly scheduling for member dining/event staff.
- **Manager on Duty:** Act as manager on duty during service, providing immediate attention to all members and guests, ensuring formal dining service standards, expectations, and procedures are met.

Candidate Qualifications

- Experience in a leadership role within the hospitality industry.
- Experience in member relations and supervision of high-performance teams.
- Must possess excellent people skills. Excellent written and oral communication skills. A neat appearance, pleasant personality, and good judgment and decision-making abilities.
- Must have a flexible schedule, with the availability of 7 days per week, including afternoons, evenings, holidays, and weekends.
- Must lead by example through a hands-on approach.
- Ability to create and foster a positive teamwork environment.

Educational Requirements

- Bachelor's degree in hospitality or comparable degree preferred.
- 2-4 years of Food and Beverage Management experience.
- Private club experience highly preferred.

Benefits

- Health, Dental, Vision Insurance
- Life and Long-term Disability Insurance
- Simple IRA (3% matching)
- Paid Holidays
- Sick Time
- Golf Privileges
- Clothing Allowance
- Discounted Employee Meals
- Pro Shop discount

Salary Range

\$55,000.00 to \$70,000.00

Please Send Resumes To:

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