



Food and Beverage Manager

CLUB INFORMATION

The Club of choice on Lake Ontario, where we invite our members to "Enjoy a vacation every day of the week." Established in 1936, the Port Credit Yacht Club is a "home away from home" for our members and their guests alike. A beautiful setting on Mississauga's waterfront is secluded and peaceful yet conveniently close to the Greater Toronto Area. Acres of parkland with walking and biking trails, well-kept docks, choice of dining venues, and racing, cruising and training programs all add up to the perfect yacht club experience.

SUMMARY

Working in an inclusive and productive team environment, the Food and Beverage Manager is responsible for managing all front of house operations including the organization, management and administration of all operational aspects of the restaurant, club events and external events. This position is one of high visibility and direct guest contact, and as such, all established standards of excellence must be maintained at all times and every effort must be made to meet and/or exceed all guest expectations or requests. The selected individual will create a strong but approachable presence during service hours in the dining room.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible to the General Manager.
- Takes part in all Management Team meetings reporting on his/her activities and contributes with ideas and actions that benefit all club operations.
- Maintain a current calendar of all F & B events.
- Develop and maintain a close working relationship with the Club Chef.
- Manage the planning and scheduling of all Banquet Events. Ensure that all details are communicated to the culinary team and to all other staff in the F&B department.
- Assist staff with greeting and seating guests; assist staff with serving of guests during peak times of operation.
- Prepare schedules and documentation for shift work on a daily basis including pre-shift reports, daily training topics, shift floor plan, requisitions for beverage and sundries and manage labor on a daily basis.
- Ensure staff meet established standards of service.
- Monitor and assess service skills of staff, reinforce high standards of food and quality of service daily. Provide feedback and counselling or additional training as necessary.
- Monitor and maintain cleanliness of service areas and work areas; communicate issues of safety, cleanliness or malfunctions to appropriate departments; ensure maintenance/safety issues are rectified.
- Responsible for the ordering and inventory control of all alcoholic and non-alcoholic beverages.
- Schedule and conduct monthly meetings to ensure communication is maintained with staff, and to review and address training needs.
- Participate in the development of marketing initiatives, including menus, and promotions to stimulate growth in sales; participates in the execution of initiatives as required.
- Manage controls over current budgeted and forecasted revenues, payroll, and product costs.
- Ensure all current Accounting and Human Resources policies are being adhered to. Report any issues or grievances to the General Manager.
- Participate and monitor in Health & Safety procedures established within the club
- Responsible for ensuring that building security procedures are followed.
- Attend committee meetings as a management representative.
- Perform other duties as directed.

SUPERVISORY RESPONSIBILITIES

- This position supervises all service employees in food and beverage and is responsible for assisting in the administrative tasks related to Food and Beverage Operations
- Interview, select, train, supervise, counsel and discipline all employees in the department; ensure service to members and guests is professional and efficient.
- Develop and maintain comprehensive training materials for all staff positions.
- Ensure that all provincially mandated training requirements have been met.
- Ensure a safe working environment is maintained and safety standards are adhered to.

OTHER SKILLS AND ABILITIES

- Exceptional customer service skills, ability to interact positively with supervisor, management, coworkers, members, and the public to promote a team effort and maintain a positive and professional approach.
- Ability to produce a high volume of accurate, complete, quality work in a timely manner.
- Ability to adhere to work schedules, take direction, accept criticism, handle high pressure, stressful situations in a professional manner

REQUIREMENTS

- Post-secondary degree/diploma in a relevant discipline.
- 3+ years of direct work experience in a Food and Beverage management capacity. - Previous Club experience is an asset
- Advanced knowledge of computer applications, including but not limited to Microsoft Office and POS systems. (Jonas)
- Smart Serve
- Excellent communication, interpersonal, supervisory and leadership skills.
- Ability to foster effective working relationships with peers, members, subordinates, clients, government officials and other external contacts.
- Ability to function independently and under pressure and ability to manage various projects at the same time.
- Strong planning, organizational, analytical and administrative skills.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Knowledge of local and federal regulations and ordinances
- Good financial and business awareness.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong customer service orientation.
- First Aid skills and/or certificates are considered assets.
- Hours of work vary according to season, flexibility required to work evenings, weekends and public holidays/event days.

COMPENSATION

- The compensation for this position will be commensurate with the background and skills you bring.
- Educational allowance, bonus plan, benefits, free parking and meal plan.
- Permanent and Full Time.
- Deadline for applications is Monday March 6, 2020.
- Only those candidates that are selected for an interview will be contacted.

Please submit Cover Letter and Resume to gwilliams@pcyc.net