



Salisbury
Country Club
Midlothian, VA

JOB OPENING

CLUB	Salisbury Country Club
LOCATION	Midlothian, Virginia
POSITION FOR HIRE	Food & Beverage Manager

THE CLUB

Salisbury Country Club is a family-oriented private club providing exceptional golf, tennis, fitness, aquatics, dining and social amenities, with a focus on providing exceptional service in every facet of the member experience while upholding the history and traditions of the club and maintaining strong financial health.

The current centerpiece of the Salisbury amenity profile is the 27 hole golf course featuring a 3 pad practice area. The newly renovated Clubhouse is the gateway to casual dining at Grill 63 and the Cedar Lounge, men's and ladies' locker rooms, a premier tennis venue and family style Olympic pool.

Salisbury embodies southern hospitality and is dedicated to providing this impeccable hospitality to its members and their guests.

CLUB FACTS AND FIGURES

- Members: 950
- Employees: 120 to 160
- Member Average Age: 56; Average age of a joining member is 38. Additional Club facts and figures will be shared with candidates selected for interviews.

CLUB MISSION STATEMENT

To be one of the finest, family-friendly social and recreational clubs in the Commonwealth of Virginia with an unwavering commitment to exceeding member expectations.

CLUB VALUES

PRIDE - Positivity, Respect Integrity, Dependability, Enthusiasm

THE FOOD & BEVERAGE MANAGER POSITION

The Food & Beverage Manager reports to, and interfaces with the Clubhouse Team on a regular basis to establish and implement programs, best practices and procedures to provide the ultimate member experience.

The Food & Beverage Manager will be responsible for overseeing operations in food & beverage, the execution of the annual food & beverage operating plan and budget, food & beverage staffing and general operating procedures and all other plans for food and beverage, and clubhouse operations.

The Food & Beverage Manager manages all aspects of the clubhouse in the absence of the Clubhouse Manager including overseeing security, pool, locker rooms, as well as food and beverage operations.

Overseeing internal and external marketing strategies for member engagement is a critical responsibility, as is serving as the lead coordinator of department. This Manager will be responsible for developing and maintaining synergy among the food & beverage department. They will set the tone for consistently delivering first-class hospitality and will communicate this expectation to the entire team.

The ideal candidate will be a capable leader with a strong presence who will maintain high visibility with the membership and staff.

ESSENTIAL JOB FUNCTIONS

- Developing and monitoring the budget and directing corrective action procedures as necessary to help assure that budget goals are attained for food and beverage
- Assists in monitoring internal cost control procedures for food and beverage
- Assists in planning and scheduling training, education, or certification of all food and beverage staff
- Assists in monitoring safety conditions and employees' conformance with safety procedures; and assists in assuring that effective training for these programs is conducted in all departments
- Maintains contact with members and helps to assure maximum member satisfaction
- Receives and resolves complaints from club members, guests and employees
- Participates in on-going facility inspections throughout the club to assure that cleanliness, maintenance, safety and other club standards are consistently attained
- Attends management and staff meetings as scheduled
- Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors

- Undertakes special projects as requested by the clubhouse manager or general manager
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible
- Monitors labor; evaluates scheduled and actual labor hours and costs for food and beverage, and clubhouse operations
- Assists in overseeing club operations on a daily basis
- Works with human resources department staff to fulfill staffing needs for the all departments
- Assists in the planning of facility improvements, remodeling, construction and repair
- May perform clubhouse opening and closing duties, including those related to security
- Monitors employee dress codes and member dress codes as applicable
- Completes other appropriate assignments made by the general manager

IMPORTANT INDIVIDUAL CHARACTERISTICS

- A genuine and enthusiastic personality with a passion for the club management profession
- A natural leadership style which promotes staff and membership engagement
- The ability to communicate effectively, both verbally and in writing
- Disciplined follow-through to ensure the vision and goals of the Club come to fruition
- Ability to cultivate a high-level of member services and satisfaction
- Creativity to elevate our food & beverage experiences
- Effective fiscal management through delivery of actual operational and capital results in alignment with approved budgets
- The desire to maintain high visibility among members and staff
- Strength in communicating through digital tools, including the website and social media to correspond with the staff and membership
- Ability to develop a team with a shared vision

JOB QUALIFICATIONS

- College degree in Business Management/Hospitality Management preferred or equivalent combination of education and experience.
- Minimum of three years of progressive experience in restaurant, hotel/resort or private club food and beverage operations. Wine knowledge is a plus as the club has an active member wine program
- Positive attitude
- Hard-working
- Ability to handle many tasks at once
- Highly motivated and passionate
- Excellent verbal and written communication
- Proven ability to efficiently build and foster a team environment
- Ability to make decisions in a fast-paced environment with a keen eye for detail

PHYSICAL REQUIREMENTS

- Required to work irregular and extended hours including weekends and holidays.
- Remain standing and walking for several hours during a work shift.
- While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to handle or feel. The employee must occasionally lift and/or move up to 35 pounds.
- The employee must have the ability to multi-task and complete tasks in an accurate and timely manner.
- This job description is an outline of job requirements and may not include all job functions that will be required by Salisbury Country Club.

SALARY & BENEFITS

Salary is commensurate with qualifications, education and experience. The Club offers an excellent benefits package.

INQUIRIES

IMPORTANT: Interested candidates should submit resumes along with a detailed cover letter which addresses the qualifications and describes your alignment/experience with the prescribed position. Documents must be saved and emailed in Word or PDF format (save as “Last Name, First Name, Salisbury FB Cover Letter” and “Last Name, First Name, Salisbury FB Manager Resume”) respectively to: hr.privateclub@gmail.com. Please e-mail resume with references.