

Food & Beverage Manager

Job description

The Commonwealth Club is a private “city club” in downtown Richmond, Virginia. The Club’s legacy is rooted in its reputation for impeccable, gracious service and outstanding culinary program. Our loyal team of staff is committed to excellence in customer service.

Position Summary:

The Food & Beverage Manager is responsible for all clubhouse event and dining operations, including member services, dining facilities, bars, catering services, and banquet operations. The Food & Beverage Manager supervises the Dining Room Supervisor, Banquet Manager, Housekeeping and Laundry departments. This is a key mid-level management position with high visibility and direct responsibility for establishing and maintaining superior standards for food and beverage service and outstanding member relations, including staffing, training, budgeting, and inventory. Besides filling a leadership role in the department, this position also works daily on the floor, inspiring and supporting a strong service team to ensure the best event and dining experience possible.

Minimum Qualifications and Skills Required:

- Bachelor’s degree preferred.
- Minimum 3-5 years of applicable and progressive food and beverage management experience, preferably in a private club, upscale hotel or resort/restaurant.
- Passion for hospitality industry and excellent customer service.
- Demonstrated experience in customer relations and exceeding expectations.
- Strong administrative/computer and cost-control skills; proficient in software including Microsoft Office, Word and Excel. Jonas knowledge a plus.
- Solid time management, organization and prioritization skills.
- Proven ability to effectively supervise, build and foster a team environment.
- Thorough knowledge and understanding of all regulatory requirements impacting food service operations.
- Ability to efficiently and proactively handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/Saturdays.

- Excellent interpersonal communication skills including a positive attitude, professional manner and appearance in all situations.

Working Conditions: Work hours will vary – to include morning, afternoon and evening hours (Monday - Saturday) based on event schedule and reservations. The Club is closed on Sundays.

Compensation: Salary (commensurate with experience); Club offers excellent benefits including health/dental, 401(k), group life insurance and employee meals.

Please send cover letter and resume: deaster@thecommonwealthclub.net. *No phone calls.*

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance

Schedule:

- Monday to Friday

Weekend availability