

## **Food & Beverage Manager**

### **Calerin Golf Club**

**Location:** Erin, Ontario, Canada

**Reports To:** General Manager

**Classification:** Full Time (must be available to work any shift including early mornings, days, late nights, weekends & holidays)

#### **Summary:**

Calerin Golf Club is currently looking for an experienced Food and Beverage Manager to join our team. Our ideal candidate must have outstanding leadership skills and the ability to maintain the highest quality of service standards. The candidate must understand that speed and quality must go hand in hand in order to keep our customers returning.

#### **Primary Responsibilities:**

- Oversee and monitor daily operations
- Weekly ordering of food, beer, liquor, beverages, snacks and completion of monthly inventory
- Ensure good safety practices of employees
- Hiring, training, scheduling, supervising and development of kitchen and serving staff
- Opening and closing of the department and building
- Able to coordinate and run events for up to 150 people
- Serve as a role model by setting high standards for self and others
- Coach, mentor and motivate staff
- Cash handling and daily cash flow tracking

#### **Qualifications:**

- Ability to lead others
- Familiar with food handling procedures
- Ability to interact with customers, employees, management and members
- Work under pressure within a well-integrated team environment
- Able to consistently maintain a professional and respectful demeanor
- Strong organization and communication skills
- Proficient in Microsoft Office
- Previous management/supervisory experience
- Strong work ethics (**required**)
- Shift Flexibility: must be able to work different shifts, including holidays, nights and weekends (**required**)

**Experience & Education:**

- High School Diploma
- Microsoft Office
- 3 years of management experience
- Mathematical skills including, basic math, profit/loss, percentages
- Current Food Handlers and Smart Serve Certificates

**Apply:** Please submit your resume & cover letter to Chuck Peebles at [Proshop.calerin@golfnorth.ca](mailto:Proshop.calerin@golfnorth.ca) . Please write "Calerin- Food & Beverage Manager" in the Subject line. Application deadline is June 21, 2020.