



Riddell's Bay Golf & Country Club **Food & Beverage/ Catering Manager**

Riddell's Bay Golf & Country Club invites applications for the position of Food & Beverage/ Catering Manager. This position will report directly to the General Manager for all Food and Beverage related functions, including Budgeting, Staffing, Menu Planning, Marketing and Catering. The successful candidate will join a management team that is mature, experienced, supportive, and fun. Additionally, this individual will be expected to assume a leadership role in development of the dining experience at the Club.

Duties include, but are not limited to:

- Manage, co-ordinate and oversee all aspects of the Food and Beverage operation
- Executes booking arrangements with member/ host for banquets, luncheons, weddings and other social events; obtains pertinent information needed for event planning
- Visible, hands on and responsible for service at special functions, dining evenings and lunch service in particular.
- Build a team of motivated, interested and satisfied staff
- Responsible for wine display, service and pairing, recommending wine purchases to ensure the ongoing integrity and continuity of the Club's wine programme
- Ensures good member relations in all areas of the Club
- Manages the Club's Point-of-Sale system including updates, revisions and reporting.
- Ensure the highest of standards in the daily set up and maintenance of the Food and Beverage operation
- Ensure the highest of standards in the upkeep and repair of all kitchen and dining room equipment
- Oversee all Food and Beverage responsibilities including setting and communicating clearly defined departmental goals and objectives for all staff
- Prepare, administer and control the Food and Beverage Budget as set in co-operation with the General Manager
- Ensure a safe and well maintained work environment

Desired Qualifications:

- The ability to sell the club's services and facilities; a practical knowledge of food, costs, preparation and pricing is important.
- Prior management and experience in food and wine service. Knowledge of golf in a Private Club environment is also important. Hospitality related certification would be viewed favourably.
- Supervisory management experience.
- Strong interpersonal skills and the ability to communicate effectively.
- Ability to work efficiently within strict deadlines.
- Computer Literacy.

The Golf Club offers a competitive compensation package commensurate with qualifications and experience. Meals are provided while on duty and golf privileges are included with the standard benefits.

Please forward in writing your Confidential Resume to
Lesley Kirkpatrick,
Administration Manager,
Riddell's Bay Golf & Country Club Ltd,
P.O. Box WK 236, Warwick WK BX
Or e-mail to administration@riddellsbay.com.
Closing date for applications: 15th April, 2011.