



**ALDERBROOK  
GOLF & YACHT CLUB**  
330 E Country Club Drive East  
Union, WA 98592  
[www.alderbrookgolf.com](http://www.alderbrookgolf.com)

### **Food & Beverage Manager Opportunity at Alderbrook Golf & Yacht Club**

An exciting opportunity exists for an experienced Food & Beverage Manager to work at an active HOA with an active Restaurant, within a fun, upbeat golf club environment. The F&B Manager will be responsible for all dining along with driving innovation within the member and guest experience.

The HOA is home to an 18-hole golf course designed by Ray Goss and Glen Proctor, driving range, practice area, PGA staffed golf shop, two outdoor hard courts, two pickle ball courts, 4 bocce courts, 2 horseshoe pits, many walking – hiking – biking trails in an around the community, and annex. The dining facilities include a lounge and bar area that seats 30, casual dining that seats 45, private function space that seats 40, a meeting room that seats 40 and outdoor dining that seats 32. The Clubhouse Restaurant is open to AGYC Members and the public.

#### **Food & Beverage Manager Position Overview**

This role is a Leadership position and will work directly with the Team to ensure there is clear and consistent communications as it pertains to daily a la carte dining and club events / private banquets. The F&B Manager will ensure that Member and guest expectations, service, presentation, and overall Food & Beverage operations are delivered and maintained to a consistent standard of excellence on a daily basis and consistent with the AGYC Brand.

The Alderbrook Golf & Yacht Club F&B Manager will be hands on while assisting with the Front of The House Team including the Beverage Team. The F&B Manager will communicate with the Culinary Team to review daily specials, dietary restrictions for Members and guests, as well as any special details or celebrations occurring in the a la carte dining areas. They will be responsible for training and development at the club, putting systems and process in place to deliver consistency to our members and guests.

#### **Responsibilities:**

- Hire, train and supervise F&B Team members to promote a professional, inclusive and serving culture. One that promotes continual improvement, clear communication and direction while providing excellent and consistent service to our members and guests.
- Be a positive and enthusiastic motivator for all Food & Beverage Team Members.

- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Have a passion and aptitude for teaching, motivating and training for all food service personnel, working, as necessary, with the staff directly responsible for operations.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the clubhouse facilities.
- Conduct and/or oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items and daily specials, sanitation, team building and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Ensure that an effective orientation and onboarding program exists in all areas of responsibility, along with consistent professional development and training.
- Be a collaborative team player who is willing to be “hands on” when necessary but understands when to step back and lead the team.
- Take personal ownership of his or her area of responsibility, and overall appearance of the operation and understand the need to be consistently “member ready” in both appearance and service.
- Establish standard operating procedures and processes for all dining areas. The F&B Manager should also be flexible and adaptable to making changes in existing policies and procedures.
- Recommend, monitor and manage policies, operating procedures and staffing for all Food & Beverage areas; recognize the needs and consistently perform to high levels of service in each of these operating areas.
- Write weekly work schedules for FOH and Beverage Team, monitor Culinary Team schedules. Establishing targets, Key Performance Indicators (KPI's), schedules, policies and procedures, to achieve budgeted results.
- Oversee all dining areas to ensure smooth and consistent experience commonality in all operations, high levels of member and guest satisfaction, quality food products and exemplary service.
- Assist with the design of exceptional menus, purchase goods, and continuously make necessary improvements throughout the club.
- Meet with members and guests to plan special events as necessary. Direct and lead the events as necessary.

### **Candidate Qualifications**

To be successful in this job, an individual must be able to perform each essential duty. The requirements listed above are representative of the knowledge, skill, and abilities required. Very strong F&B skills are necessary, as is an intuitively respectful style and mentoring, nurturing, developing approach to staff and team. Alderbrook Golf & Yacht Club is a high expectation club operation with multiple operating outlets, events and activities occurring simultaneously; the ability to be able to manage and lead in such an environment in an organized, thoughtful manner is critically important.

**Requirements:**

- Proven Food & Beverage supervisory experience.
- Working knowledge of various computer software programs (MS Office, Restaurant Management Software, POS, previous experience with Teesnap is a plus).
- Professional and extensive knowledge of food, beverage and member first service.
- Communication and leadership skills.
- Familiar with current Food & Beverages trends and best practices.
- Ability to motivate and manage a Team.
- Member/guest-oriented and service-minded. Passion for innovation around Member and Team Experiences.
- Hospitality / Culinary school diploma or degree in food service management or related field.
- The Food & Beverage Manager's schedule must be flexible and usually include evenings, weekends and holidays.

**Salary and Benefits Salary**

Open and commensurate with qualifications and experience. Includes health, dental and vision insurance, 401-K, paid vacation.

Please email resume with letter of introduction to [gm@alderbrookgolf.com](mailto:gm@alderbrookgolf.com)

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