



## **Food and Beverage Manager**

### **Club**

Bellingham Golf & Country Club is a private member-owned 18-hole golf club located in Bellingham, Washington. The club has been the social focal point for the City of Bellingham and Whatcom County since its founding in 1912 and is the finest golfing facility north of the Seattle Metropolitan area. BGCC is the home course for the Western Washington University golf teams, has hosted qualifier tournaments for the US Open, US Senior Open and US Women's Open, in addition to hosting the Hudson Cup and Lamey Cup.

### **Club features**

- 550 golf category members
- 250 social category members
- Operating budget of \$5.25 Million
- Staff of 40 full time employees and 50 part time/seasonal employees
- Pool Snack Bar, Outdoor Seasonal Patio, Formal Dining Room, Grille Room, 4 Banquet Rooms

### **Job summary**

The Food and Beverage Manager will be responsible for the dining programs and all food and beverage services within all BGCC's dining venues. The Food and Beverage Manager will work collaboratively with the Executive Chef and supervises the F&B Team, is responsible for the success of F&B service. The F&B Manager will promote a member first environment and strive to consistently provide personalized professional services that anticipate our members & guests' wants and needs. The ability to exercise considerable initiative, independent judgment and discretion is required. The F&B Manager will recruit, train, supervise and appraise the performance of all service staff be a hands-on mentor and help their staff to achieve career advancement, be process oriented and have a good understanding of controls and financial management.

### **General Duties, Not Limited to:**

- Sets the daily standard for all F&B staff.
- Is visible, highly professional leader / mentor.
- Seeks feedback from all constituents.

- Instills and nurtures a professional, positive, cooperative, and collaborative attitude and environment one that encourages camaraderie, open communication with enthusiasm toward creativity and an appreciation for Club culture and traditions.
- Prioritizes training as a daily activity, supervises, schedules, and evaluates the service staff.
- Assists the Catering Manager and Executive Chef with menu development and pricing.
- Facilitates wine dinners for the members and their guests.
- Actively involved in the food and beverage operating and capital budgets.
- Conduct monthly inventories and the appropriate organization of all food storage areas.
- Actively involved with the presentation's menus, marketing of events.
- Ensures that the highest standards of sanitation, cleanliness and safety are maintained in all food and beverage areas.
- Establishes controls / SOPS within the food and beverage areas.
- Is process oriented with a solid understanding of controls and financial management.
- Responds to member comments and requests in a timely and positive manner to maximize member satisfaction.
- Conducts daily line ups with the FOH staff. Attends staff meetings.
- Prepares necessary data for applicable parts of the F&B budget; projects annual food, labor and other costs and monitors actual financial results; takes corrective action as necessary to meet financial goals.
- Recommends necessary maintenance contingency and capital items to ensure proper controls necessary to achieve the specified parameters of the budget.
- Interacts with applicable managers to assure service and beverage production consistently exceeds the expectations of members and guests.
- Meets daily with the Service Team to discuss matters concerning each meal period and to foster an atmosphere open communication, and collaboration between the Service Team and Culinary Team.
- Enforces Club rules and policies as they are written.
- Establishes and maintains a regular cleaning and maintenance schedule for all food and beverage service areas and outlets.
- Implements safety training programs; manages OSHA-related aspects of kitchen safety and maintains MSDSs in an easily accessible location.

**Position Reports to:**

General Manager

**Position Supervises:**

Food and Beverage and related Service Teams

**Preferred Education and Skills:**

- Food and beverage cost controls and operating procedures.
- Recruiting, onboarding, and scheduling service staff.
- Train all food and beverage employees and maintains the Club's standards of excellence.
- Commitment to growth, learning and teaching.
- Excellent written and verbal skills and will be adept at designing clear service standards, policies, and procedures for the Club.

- A proven track record with four years in front-of house service supervision, preferably in a private member-owned club or high-end hospitality.
- The ideal candidate will have a four-year college degree or high school degree and significant related work experience.
- Experience overseeing multiple functions in a hospitality, private club setting.
- MAST certification
- Food handler's certification.
- Experience with labor union is a plus.
- Hands on leader with superior organization, leadership, and communication skills.
- Proficiency in standard computer programs such as Microsoft Office as well the ability to learn and use Club-specific software programs (POS, inventory management, etc.) is required. We currently use Jonas for all club software.
- Working knowledge of general business practices, accounting, purchasing, human resources.
- Available to work full-time, including evening and weekend hours.

**Physical demands:**

While performing the duties of this job, the employee is regularly required to stand for long periods of time and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach. Employee must be able to push, pull and lift up to 50 pounds. Continuous repetitive motion is required. Use of hands to feel and handle is required.

**Compensation:**

The position will offer a competitive compensation package including, shift meals, employee golf, medical, dental and vision health benefits, 401-k with matching and paid vacation.

Please forward your letter of introduction along with your resume via email to:

Jim Repeta, CCM, CCE  
General Manager  
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