



WOMEN'S UNIVERSITY CLUB OF SEATTLE

The Women's University Club of Seattle is seeking a Food and Beverage Manager with a passion for food and event planning. Must be a creative thinker, energetic and have outstanding verbal and written communication skills. The ideal candidate must be self-motivated, an independent worker and be able to work a flexible schedule including occasional evenings and weekends. Candidate must have an excellent understanding of a la carte dining, weddings, wine dinners, and themed events. Applicant must be able to develop and maintain a professional and enthusiastic relationship with club members, business clients and staff. Proficient computer skills are a must, including Word, Publisher and Excel.

FOOD AND BEVERAGE MANAGER JOB DESCRIPTION

Responsible for the overall operation of all food and beverage functions. This includes all meal periods as well as private parties and occasional weekend events. The F & B Manager will develop marketing techniques to increase dining room usage and promote member sponsored events. The duties and responsibilities of the F & B Manager include but are not limited to the following:

PRIMARY RESPONSIBILITIES:

- * Interview and recommend service staff.
- * Schedule service staff and post weekly.
- * Maintain Point of Sale system and train service staff.
- * Work with the Executive Chef and Executive Manager to maintain the labor and food/beverage costs.
- * Plan and direct weekly detailed meeting of upcoming events for department heads.
- * Assist in Bar, Dining Room or Kitchen when necessary and oversee private events.
- * Develop, type and print all menus which include but are not limited to lunch, dinner, wine, beverage and banquet.
- * Plan and provide detailed event contracts for all events

- * Execute and oversee private events
- * Send a personalized billing statement and note to private event hosts
- * Coordinate miscellaneous items for events (cash box, floral, linens, decorations, cakes, music, etc.)
- * Schedule daily valet service.
- * Work closely with front desk staff to ensure accurate reservations for meals and programs.
- * Perform annual reviews of dining room and bar service staff.
- * Attend meetings and work closely with the Dining Room Advisory, Dining Room Ad Hoc and Wine Committees.
- * Proofread food and beverage events in newsletter and on website
- * Order wine and liquor and prepare monthly bar inventory
- * Assist the Executive Manager with the annual operations budget as it relates to food and beverage.
- * Be familiar with A/V equipment and room setup.

Salary: \$80,000 plus depending on experience

Resumes with a Cover Letter can be sent to Judy Donnelly

Jdonnelly@seattlewuc.com