

F&B Manager

Sirocco Golf Club is a semi - private golf club seeking a motivated and experienced Food and Beverage/Event Manager to join our team. Sirocco Golf Club is a semi-private golf course located 5 km south of the Spruce Meadows Riding Complex, in Calgary, Alberta.

The applicant will work closely with the Executive Chef, Head Professional and General Manager to ensure that the members and guests expectations are met or exceeded. Excellent written and verbal communication skills are required as the position requires daily communication with club members, vendors, and all levels of club staff and management.

We are a very busy golf course and during the season the position is very demanding and we have more of a "relaxed" off-season.

Your duties will include but not be limited to:

- Planning, organizing, directing, controlling and evaluating all food & beverage operations in conjunction with Executive Chef.
- Determining the type of services to be offered and implementing operational procedures.
- Develop events packages, contracts and rules & regulations for all private events.
- Recruiting staff and overseeing staff training.
- Setting staff work schedules and monitoring and evaluating staff performance.
- Ensure all staff is adhering to safety standards and procedures.
- Establishing, implementing and enforcing Club policies.
- Controlling inventory, monitoring revenues and modifying procedures and prices as required.
- Ensure Food and Beverage staff is trained in proper cash out procedures.
- Resolving customer complaints and ensuring health and safety regulations are followed.
- Negotiating arrangements with suppliers for food, beverage, and other supplies.
- Negotiating arrangements with clients for catering or use of facilities for banquets or receptions.
- Liaising and coordinating operations with the Executive Chef, the Head Golf Professional and General Manager as required.
- Creating, promoting, and implementing special evenings and events to attract both Members and the public to the Club in order to increase revenues.
- Develop and implement marketing strategies in conjunction with other departments.
- Monitoring expenditures and implementing cost controls resulting in continuous improvement.

- Prepares the annual budgets for the Food and Beverage Operation including capital expenditures.
- Providing administration office with all necessary documentation in a timely manner.
- Attending regular management meetings
- Additional tasks as required

Required Skills

- At least 5 years of experience in supervisory or management role at a golf course.
- Strong Knowledge of food and wine
- Must have very strong organizational skills
- Proficient in the use of Microsoft Office Suite
- Pro Serve Certified
- Proficient in effective cost and control procedures
- Ability to thrive in a team environment.
- Ability to train, mentor and supervise staff.

Compensation

- Competitive salary subject to qualifications and experience
- Participation in Benefit Plan
- Golf Privileges
- Merchandise Discounts
- Meal & Beverage Discount

Job Types: Full-time, Part-time, Permanent

Salary: From \$55,000.00 per year