



JOB NOTICE

Part-time Food & Beverage Manager – Part-time Non-Exempt Position

Agency: **Wood Dale Park District**

Region: Chicago-Metro

Salary: \$18.00 to \$24.00 per hour based on experience

DESCRIPTION:

Position Summary:

The Part-time Food and Beverage Manager job duties include, but are not limited to, assist in managing and coordinating all aspects of Salt Creek Golf Club's food and beverage operation, such as restaurant, banquet facility and beverage operation. Provides management to achieve organizational goals and customer satisfaction. Oversees clubhouse and assists to insure an efficient operation. Reports to the Director of Golf Course Operations. This is a year round part time position, and is eligible for IMRF benefits.

Essential Job Functions

The functions listed below are indicative of what the Part-time Food and Beverage Manager might be asked to perform.

This is not an exhausted list of job responsibilities and is not meant to limit job expectations. Therefore, additional duties may be assigned by their supervisor.

Administration

- Manage and supervise all restaurant, banquet and beverage operations.
- Oversees all banquet and special event functions: such as attracting and retaining clients, client consultations, booking of events, managing and implementing contracts and all associated documents. Coordinate all day-to-day event logistics, including staffing, set-up and day of event management.
- Supervise all food and liquor purchases to enable maximum profit margins.
- Control, manage and maintain labor, food and liquor costs.
- Ensure proper staffing levels that provide both proper service and a cost effective operation.
- Ongoing menu analysis and modification to insure industry standards are achieved.
- Manage daily operations for facility including opening and closing.
- Operate and troubleshoot facility point of sales systems.
- Complete performance evaluations for part-time food and beverage staff.
- Address employee matters including grievances and assist in proper follow up procedures.

Customer Service

- Maintain positive interaction and cooperation with park district staff, the public and facility patrons.
- To insure appropriate customer service, properly hire, train, reward, discipline and terminate staff as required.
- Manage, motivate and oversee staff to ensure they are performing jobs properly and customer needs are satisfied.
- Produce a work environment and culture that encourages employee self-motivation.

Values – Communication, Quality, Fun, Partnerships, Accountability, Team-Oriented



Financial Management

- Prepare, maintain and file accurate records and reports including financial paperwork.
- Review and monitor food and beverage operations financial reports for accuracy and improvements.
- Assist in development and implementation of annual budget.
- Accurately completing facility payroll.
- Efficient in coding facility invoices with corresponding budget account numbers.

Planning

- Develop, implement and evaluate goals and objectives relating to food and beverage operation.
- Attend and administer meetings to exchange ideas and update facility progress.
- Assist in future planning and direction of food and beverage operation.
- Stay current and institute industry trends to insure future success of facility.

Safety and Risk Management

- Keep facility, employees and patrons safe at all times and exercise safety procedures especially during inclement weather.
- Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
- Maintain a safe, secure and healthy facility environment by establishing, following and enforcing sanitation standards and procedures that comply with health and legal regulations.
- Familiarity with and effective implementation of Employee Safety Manual.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

Other Job Functions

- Perform the job in compliance with Park District policies.
- Demonstrate and support the Park District's mission statement, vision statement and values.
- Trusted and responsible for proper handling of large sums of money, keys and facility security codes and the adherence to security procedures and policies.
- Serve on various district committees and/ or task forces as assigned.
- Assist with and/or attend park district special events.
- Maintain high staff morale through positive leadership.
- Adhere to the District's safety and loss prevention policies and procedures
- Follows and encourages safe work practices and participates in risk management activities and trainings

Requirements of Work

- Knowledge of computers – Microsoft Office Applications
- Graduation from a High School or equivalent
- Possession of a valid Illinois Driver's License
- Minimum age of 21 years
- Ability to work in stressful conditions
- Demonstrate good safety awareness and judgement

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Necessary Special Requirements

- Certified in Alcohol Awareness Training – or ability to obtain within first week of hire
- Food Service Sanitation License – or ability to obtain within three months of hire
- Basic budget and cost-accounting experience
- First Aid and CPR/AED certifications – or ability to obtain within six months of hire

Work Location

Salt Creek Golf Club, 701 W. Thorndale Ave. Wood Dale, IL. 60191

Contact with Others

Position involves everyday internal and external contacts, acting as a public relations agent for the Department, responsible for supervision of clubhouse and golf course employees (not golf course maintenance) and may be authorized to make commitments on behalf of the department. Hears grievances, reports them and assists with proper follow up.

Hours of work and Compensation

Hours would be based on needs of the facility. That could consist of opening, closing and working weekend and holiday shifts. This position will be eligible for up to 25 hours per week on average, but may be required to work more or less hours depending on the facility needs.

Working Conditions:

- Requires physical activity, including but not limited to reaching, pulling, pushing, kneeling, crouching, stooping, bending and sitting.
- Requires talking and hearing to communicate with personnel and patrons.
- Walking will be necessary to inspect facility on a regular basis.
- Seeing to write, obtain information from written material and general safety will be required.
- Requires sitting to perform typing, writing, telephone and computer usage.

HOW TO APPLY: The Wood Dale Park District is accepting applications for the position of Part-time Food and Beverage Manager. Applicants should send their documentation (marked “Personal & Confidential”) to:

Part-time Food and Beverage Manager c/o Michael Huber,
Director of Golf Course Operations, Wood Dale Park District 701 W. Thorndale Ave. Wood Dale, IL 60191.
Documentation may also be emailed to: mhuber@saltcreekgolfclub.com