



EMPLOYMENT OPPORTUNITY

Title:	Food and Beverage Sales Manager (Part-time, Non-Exempt, IMRF eligible)
Location/Agency:	Salt Creek Golf Club, Wood Dale Park District
Category:	Golf Operations
Region:	Chicago Metro
Salary Range:	18 - \$24 per hour, based on qualifications

Description: The Salt Creek Golf Club of the Wood Dale Park District is looking for an energetic, sales-minded individual for the part-time position of Food and Beverage Sales Manager. This position offers a work schedule of 25-28 hours a week, including weekday and weekend daytime and evening hours, and is eligible for the Park District's retirement plan (IMRF). This Food and Beverage Sales Manager position is integral to the Golf Operations team and is directly responsible for coordinating the Golf Club's food and beverage operation including sales, event bookings and logistics, and marketing. Essential job responsibilities include, but are not limited to:

- Oversees all banquet and special event functions, such as attracting and retaining clients, client consultations, booking of events, managing and implementing contracts, and successfully executing banquets and events
- Coordinates all day-to-day event logistics, including staffing, set-ups, and the day of event management in collaboration with the Food and Beverage Operations Manager
- Analyzes menus and recommends modifications to insure industry standards are achieved
- Promotes Salt Creek Golf Club in collaboration with the Marketing Department using traditional marketing, social media, website and email to grow banquet and restaurant business
- Makes cold calls on the phone, sends emails and uses other means to increase awareness and promote the banquet and restaurant operations
- Assists in the future planning and direction of the food and beverage operation
- Works closely with the Food and Beverage Operations Manager and fills in for that position when needed
- Maintains positive relationships and cooperates with park district staff, the public and facility patrons
- Manages, motivates and oversees food and beverage staff to ensure they're performing their jobs properly and customer needs are satisfied
- Creates a work environment and culture that encourages employee self-motivation
- Reviews and monitors food and beverage operations financial reports for accuracy and improvements and prepares, maintains and files accurate records and reports, including all financial paperwork
- Stays current and institute industry trends to insure future success of facility

Location: Salt Creek Golf Club, 1051 N. Prospect, Wood Dale, IL 60191

The Wood Dale Park District serves a diverse population of over 13,500 residents and operates a Recreation Center, Aquatic Center, Golf Course and Clubhouse with a restaurant and numerous parks with varying amenities. This position reports to the Director of Golf Operations and assists in supervising the banquet staff.

Required Education and Experience: A minimum age of 21 is required for this position. High school diploma, G.E.D. certification, or equivalent. Experience in food and beverage, restaurant management or banquets sales preferred. Certification in Alcohol Awareness Training within the first week of hire, Food Service Sanitation License and CPR/AED/First Aid certifications required within three months of hire, valid Illinois driver's license, ability to work in and handle fast-paced, stressful conditions and situations, and ability to provide excellent customer service to guests and patrons.

Working Conditions: Requires regular physical activity, including but not limited to reaching, pulling, pushing, kneeling, crouching, stooping, bending, lifting and carrying/moving up to 50 pounds for a distance of 50 yards. Also requires talking and hearing to communicate with staff and patrons, walking to regularly to inspect the facility, seeing to write, obtain information from written material and to maintain general safety, and sitting to type, write and use the telephone and computer.

How to Apply: Submit your cover letter, resume and list with contact information for three professional/personal references to Mike Huber, Director of Golf Operations, Salt Creek Golf Club, 1051 N. Prospect Ave., Wood Dale, IL 60191, or email mhuber@saltcreekgolfclub.com.