



ASSISTANT F&B MANAGER

Exclusive, family-oriented and unique... Whitford Country Club in beautiful Chester County is looking for an energetic, team-oriented and customer-focused **Assistant F&B Manager** to support our Food and Beverage Manager in ensuring the smooth operation of our food and beverage department. The ideal candidate will play a crucial role in maintaining the highest standards of service quality, enhancing the overall member and guest experience, and assisting the Food and Beverage Manager in achieving departmental goals. to join our team at our Club.

Key Responsibilities:

Support Food and Beverage Manager:

- Collaborate closely with the Food and Beverage Manager to implement and maintain the department's standards, policies, and procedures.
- Assist in the execution of the manager's vision for the food and beverage department.

Supervision and Team Leadership:

- Assist in recruiting, training, and supervising food and beverage staff in alignment with the Food and Beverage Manager's direction.
- Help the Food and Beverage Manager set clear expectations for performance and provide ongoing coaching and feedback.
- Assist with scheduling and coordination of staff shifts to ensure adequate coverage during peak hours and special events.

Service Excellence:

- Work alongside the Food and Beverage Manager to ensure that all dining areas and bars are set up to the highest standards of cleanliness and presentation.
- Assist in monitoring and managing service quality, addressing member and guest concerns promptly and professionally.
- Lead by example in delivering exceptional customer service and maintaining a positive attitude.
- Reviews comment cards, member satisfaction results, and other data to identify areas of improvement for the department.
- Participate in the coordination and execution of special events, such as holiday dinners, member receptions, and themed nights.

Inventory Management:

- Collaborate with the Food and Beverage Manager in overseeing inventory control, including ordering, receiving, and storage of food and beverage supplies.
- Assist in monitoring stock levels to minimize waste and ensure efficient utilization of resources.



Bar Supervision:

- Under the guidance of the Food and Beverage Manager, oversee the bar area, including beverage program oversight, quality control, bartender scheduling, and inventory and cost control.
- Support bartenders in maintaining high standards for drink preparation and presentation.
- Stay up-to-date with mixology trends and innovations in the beverage industry and encourage and support the development of creative and signature cocktails.

Qualifications

- Strong leadership and team-building skills.
- Excellent communication and interpersonal abilities.
- Demonstrated dependability.
- Ability to follow instructions, responds to management direction, take responsibility for own actions and keep commitments.
- Knowledge of food and beverage service standards and best practices.
- Proficiency in inventory management and cost control.
- Understanding of health and safety regulations.
- Flexibility to work evenings, weekends, and holidays as needed.
- Certification in food safety and responsible alcohol service is a plus.

Experience

A background in the hospitality and/or private club sector with a proven track record of establishing customer relationships, team growth and an eagerness to drive club revenues while working in a team environment is required. At least one year of golf / private club related work experience is preferred.

Compensation

Whitford Country Club will offer a competitive compensation package to include a base salary. We offer complimentary meals, health benefits, 401(k), voluntary insurance, and PTO among other related benefits. We offer a safe and fun work environment and we are a drug free employer. **Whitford Country Club is an Equal Employment Opportunity Employer.**

Application

To apply, please send application or resume to the attention of Elena Kelch, Director of HR and Member Services at ekelch@whitfordcc.com