

## **ANNOUNCEMENT: Immediate Key Food and Beverage Management Staff Position Opening**

The Tradewinds Restaurant located at the Duran Golf Club is currently accepting applications for a Food and Beverage Manager. This position will oversee and manage the Food and Beverage Operation while working in harmony with the management team to satisfy the needs of our clients, promote “Florida’s Exceptional Golf and Dining Experience” at the Duran Golf Club, and provide excellent services and programs to all patrons.

### **Responsibilities:**

- Assist in preparation of budgets, including forecasting and review of all food and beverage revenues and expenses
- Prepare reports needed by the General Manager as needed
- Develop an active and entertaining social program that will allow Duran to achieve its financial goals
- Assist in the marketing and promotion of the facility to include direct meetings with the Sales Administrator regarding website maintenance and related functions.
- Oversee the reservation system for daily dining and events, along with booking to club calendar.
- Follow and enforce procedure to ensure cash and systems controls are maintained.
- Maintain verification and accuracy of inventories of beverage, beer, liquor, wine, cigars and other sundry items. These inventories will need to be reported on a regular basis.
- Ensure maintenance and appropriate sanitation standards including, but not limited to, employee hygiene and uniforms, service areas, dining areas, patio, snack bar areas, bar areas, restrooms, and beverage carts.
- Implement and enforce the clubs policies and procedures. Enforce all rules and regulations governing food and beverage operations by employees and guests.

### **Position Requirements:**

- Five or more years in Food and Beverage/Hospitality Management
- Associates Degree in Culinary, Hospitality or Business Management
- ServSafe Food Managers License
- Demonstrated experience and capability in the areas of Food and Beverage management, budget development and fiscal management, strategic planning, and staff management.
- High quality written, verbal and interpersonal communication skills along with demonstrated computer skills in Microsoft Word and Excel
- Prior experience with P.O.S. systems.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required, including nights/weekends

Position is a Full Time Salaried Position, offering Health Benefits Package, Vacation, 401K, and Incentives.

To make application for this position <http://adudasonsinc.applytojob.com/apply/qQfTa8Gtj1/Food-And-Beverage-Manager>

