

## Hospitality / Food & Beverage Manager



### Forest Golf Club & Inn

**Location:** Forest, Ontario

**Department:** Hospitality

**Reports To:** General Manager

**Classification:** Full Time (must be able to work any shift including early mornings, days, evenings, weekends & holidays)

**Salary:** Commensurate with experience

**Start Date:** Immediately

### Summary:

The Hospitality / Food and Beverage Manager is responsible for the coordination and execution of all Dining Room, Special Events and Banquet functions; including food and beverage operations related to these events while working closely with our Executive Chef to plan and execute these functions. The Hospitality / Food and Beverage Manager will essentially be the “face of these operations” with a hands-on approach and an understanding that full staff engagement is critical. The Hospitality / Food and Beverage Manager will consistently provide superb customer experiences for the Club’s membership and Resort guests. This senior level position will report to the General Manager.

### Responsibilities:

- Be the primary coordinator of the food and beverage department including hiring, training, organizing staff orientations and creating a team environment, including the supervision of associates.
- Oversee the operation of the following facilities and functions: Clubhouse, Dining Room, Patio, Banquet areas, including all indoor and outdoor functions.
- Have a strong, highly visible, and respectful presence with the membership, be an exceptional communicator, have the maturity to instinctively know how to treat members and guests with a high-level of service. Further, he or she must be able to communicate these expectations to associates with and positively motivate them to understand and execute to those expectations.
- Report to the GM and lead a team comprised of the Food and Beverage Team partnering with the Executive Chef and the Culinary Team.
- Develop interesting and innovative ways of promoting Forest Golf Club & Inn events and activities; Use relevant marketing techniques including social media to drive member usage of food and beverage operations.
- Work with management staff to plan the Club Events calendar and promotional events.

- Oversee, all banquet and social functions, including member and member sponsored events.
- Be responsive to members' requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable member requests
- Work with appropriate member committees and recommend strategies that will achieve the goal of consistently providing outstanding dining
- Researches new products and develop an analysis of the cost and profit benefits.
- Have a strong sense of urgency while maintaining quality and integrity.
- Recommend, monitor, and manage policies, operating procedures and staffing for all food and beverage operations.
- Ensure compliance with all health and safety, liquor consumption, and other food and beverage regulations; keep current on all matters pertaining to the food and beverage industry
- Have responsibility over all beverage inventories and purchases
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Monitors employee dress codes according to policies and procedures.
- Maintains and updates records of special events.
- Ensure that an accurate dining room reservation system is in place.
- Complete periodic inventories related to food and beverage including glassware, flatware and plating.
- Approves design of all food and beverage and banquet menus with the Executive Chef.
- Establishes and maintains professional business relations with vendors.
- Recommends to the general manager operating hours for all food and beverage outlets.
- Serves as manager on duty on a scheduled basis, understanding ability to work weekends and holidays are required based on reservations.
- Helps develop beverage offerings and promotion programs.
- Is committed to improving all aspects of the operation.

**To Apply:**

Please submit your resume and cover letter to Andrew Palmer, General Manager, via email at [manager.forest@golfnorth.ca](mailto:manager.forest@golfnorth.ca). Please write "Forest – Food & Beverage Manager" in the subject line.

Forest Golf Club & Inn  
 102 Main Street, Forest, Ontario  
 519-786-2397