



## **JOB POSTING – FOOD & BEVERAGE MANAGER**

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### **Job Description:**

The Food & Beverage Manager will oversee all facets of the Food & Beverage operation for this picturesque Golf Resort including Stone21 Dining Room, Highlanders Bar, and all Banquet operations. The ideal candidate enjoys being hands-on in the operation, has strong team building and motivation skills, effectively manages costs and has a constant drive to succeed! A combination of strong leadership skills, solid business experience, and a dedication to outstanding guest service will make you the perfect applicant for this rewarding role.

### **Duties and Responsibilities:**

The Food & Beverage Manager will report to the General Manager. Essential job functions include but are not limited to the following:

- Leads by example through motivating employees and directing the organization of the Stone 21 Dining Room, the Highlanders Bar, and all banquet operations while creating a passion for exceptional service.
- Ensures effective leadership through training, development, coaching and performance management of employees
- Ensures each of the team members are set up for success, by providing them with on floor leadership and the proper resources to do their job
- Responsible for ensuring that all financial (invoices, reports, bills etc.) and personnel/payroll related administrative duties are completed accurately, on time and in accordance with the company policies and procedures
- Achieve & exceed budgeted Food & Beverage revenue goals
- Manages all departmental expenses and related costs ensuring profit margins are met or exceeded
- Ability to bring forward creative new ideas and initiatives and work to implement them to drive both revenues for the resort while enhancing the guest and employee experience at the resort.
- Effective forecasting to ensure appropriate staffing levels
- Assists in the development and implementation of standard operation procedures, policies and standards for all areas within the department
- Manages all aspects of the MICROS POS system including programming, training, reporting and troubleshooting.
- Ensure that proper security procedures are in place to protect employees, customers and company assets
- Oversee the inventory and ordering of supplies (food, chinaware, glass ware, silverware etc.), optimize profits and ensure that customers are satisfied with their dining experience
- Participates in the development and implementation of innovative and well-engineered menus and wine lists.
- Assists in development of annual budgets in relation to the Food & Beverage department
- Participate in weekly F&B and senior management meetings
- Maintain strong working relationships with all Resort departments in order to exceed the guests expectations

### **Qualifications / Requirements:**

- Minimum 2 years previous Food & Beverage Management experience preferably at a large scale resort or hotel
- Post-secondary education, preferably a degree / diploma in a related discipline
- Proficient in the following aspects of restaurant functions: Planning, preparation, purchasing, sanitation, security, people management, record keeping and preparation of reports
- Excellent interpersonal and communication skills both written and verbal
- Highly self-motivated with the ability to work independently to drive results
- Proficient in use of computers, with knowledge of MS Office, Windows, and Micros POS System an asset

Applicants must forward their resume to [careers@pinestone-resort.com](mailto:careers@pinestone-resort.com). Due to the expected number of applicants, only those selected for an interview will be contacted.