



Job Description

TITLE: Golf Course Food & Beverage Manager	JOB CODE: 2483
DEPARTMENT: Parks and Facilities	FLSA: Non-Exempt
PREPARED: February 2010	FLSA CLASS: Supervisor
UPDATED: March 30, 2022	WORK LOCATION: Kirtland, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under general supervision of the Golf Course General Manager/Head Professional, the GC Food & Beverage Manager oversees the daily operation of the grill at Riverview Golf Course by ensuring staff provide a friendly and courteous environment to keep customers coming back; be knowledgeable of food standards and regulations for food handling, storage, preparation, and consumption; knowledgeable of health and sanitary conditions for the grill; knowledgeable of inventory and ordering. This working supervisor manages and works all areas; good organizational and problem solving skills to handle employee issues/concerns and upset customers; good communication skills to effectively give instructions to staff and positively resolve customer complaints.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares, cooks, and serves menu items.
- Supervises, assists with schedules, and trains approximately two (2) to four (4) seasonal employees; and assigns duties.
- Greets customers in a pleasant and courteous manner.
- Operates a variety of specialized food service equipment, including, but not limited to drink dispenser, gas grill, beverage cart, and deep fat fryer.
- Coordinates use of facilities or catering services for events with the General Manager/Head Professional.
- Responsible for ordering food supplies, paper goods and cleaning products.
- Schedules and receives food and beverage deliveries, checking delivery content in order to verify product quality and quantity.
- Adheres to strict portion control policy.
- Monitors food preparation methods, portion sizes, garnishing and presentation of food in order to ensure that food is prepared and presented in an acceptable manner.
- Recommends menu additions, deletions and price changes to the General Manager/Head Professional.
- Reviews pre-orders, verifies orders, and invoices with the General Manager/Head Professional in order to ensure expenditures are authorized and budgeted.
- Ensures compliance with Health Department regulations.
- Responsible for cleaning and general maintenance of the facility and equipment.
- Operates a computerized register system and issues a receipt for each transaction; is responsible for daily reports.
- Investigates and resolves complaints regarding food quality, service, or accommodations to the General Manager.
- May be asked to perform other job related duties away from the golf course.

Required Knowledge and Skills:

- Knowledge of County policies and procedures.
- Must possess a basic knowledge of accounting and mathematics.
- Skill in preparing a wide variety of food items.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Ability to perform concentrated mental activity.

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Golf Course Food & Beverage Manager

- Ability to perform satisfactorily in stressful situations and under the pressure of deadlines.
- Ability to communicate both verbally and in writing.
- Requires knowledge of current federal, state and local laws and regulations affecting the management of a food service facility.
- Skill in following all job related safety procedures.
- Must be available to work any day of the week between the hours of 6:00 a.m. and 10:00 p.m. Must be willing to work a flexible work schedule to include some weekends and holidays.

Education and Experience

- High School diploma or GED equivalent and a minimum of two (2) years of experience in the food services industry.
- One (1) year of experience supervising other employees, or, any equivalent combination of education and experience sufficient to perform the duties of the position.
- Must be 21 years old.
- Must have valid State of New Mexico Food Handler’s permit or able to obtain within sixty (60) days of employment.
- Valid New Mexico Driver’s License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Frequently required to walk, stand, sit and talk or hear.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms.
- Occasionally required to climb or balance; stop kneel, crouch, or crawl.
- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus.
- Occasionally works near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet in the office, or moderately noisy in the field.
- Full-time work hours for this position consists of nights, overtime, weekends, and holidays as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Calculator, cash register, copy and fax machine, telephone.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____