



Old Hickory Golf Club
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Beaver Dam, WI 53916
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ASSISTANT FOOD & BEVERAGE MANAGER

JOB DETAILS & BENEFITS

Salary: \$33,000-\$40,000
Full-time
IRA with employer match, after waiting period
Paid Time Off
Uniform Allowance
Employee Discount
Gratuity Opportunities
Day Shifts, Evening Shifts, Weekend availability

JOB DESCRIPTION: POSITION & SUMMARY

Position
Assistant Food and Beverage Manager
Full-Time Salaried, Exempt

Job Summary

This individual will work with the management team to help achieve operational goals and standards within the food and beverage department. The Assistant Manager will be responsible for managing their assigned staff and shifts including both restaurant and events.

Expected hours are 40 hours/week, with an average of 5 days per week. This includes being available days, nights, weekends and holidays.

REQUIREMENTS

- Must be 18 years of age
- Minimum of 2 years of experience in food and beverage; ideally in banquet or event setting preferred.
- Excellent customer service skills.
- Excellent communication skills and ability to communicate at all levels
- Knowledgeable of cocktails, beer, wine and spirits
- Experience in fine dining service
- Strong Management Skills
- Proactive and highly organized with attention to detail
- Bartending experience preferred
- Must be able to lift at least 50 pounds
- Ability to stand for long periods of time

- Ability to squat, lift, bend, raise as needed
- Completion of Responsible Beverage Training Course
- ServSafe certification preferred but not required
- Time management and prioritization skills
- Ability to make decisions, remain calm and communicate effectively in a fast-paced environment
- Experience with cash handling and daily deposit drops
- Knowledge of Microsoft office (word, excel, outlook), and point of sale familiarity

DUTIES &
RESPONSIBILITIES

Training

- Training new staff on required job standards, menu knowledge, department procedures, policy and Point of Sale system
- On-going training for existing staff, utilizing pre-shift meetings, monthly staff meetings and special training meetings

Managing Duties

- Manage staff to ensure positive guest experience
- Resolve guest issues to ensure guest satisfaction
- Manage the food and beverage provision for meetings and functions
- Day to day over-sight of events
- Supervise front of house restaurant operations
- Communicate appropriately with the kitchen during service to ensure timely preparation and delivery of all meal items
- Monitor and ensure that all tables are cleared and reset in a timely manner
- Ensure all closing duties for staff are completed before staff check out
- Monitor and maintain cleanliness, sanitation and organization of all assigned work areas to ensure service readiness
- Ensure assigned areas are properly stocked and cleaned at the start of each day
- Restock locations as needed throughout the day
- Assist employees with Point of Sales issues and guest inquiries.
- Communicate with the kitchen when additional food is needed
- Handle end of day closing duties and restock locations

QUALIFICATIONS

Minimum of 2 years of experience in food and beverage; ideally in banquet or event setting preferred.