

## Grill Room Manager

Shenandoah Valley Golf Club – Front Royal, VA 22630

Shenandoah Valley Golf Club is seeking a qualified Grill Room Manager for immediate hire. Shenandoah Valley Golf Club is a Semi-Private facility located minutes from Skyline Drive and is home to over 180 members.

**Position Summary:** The Grill Room Manager is a key member of the management team and is directly responsible for the oversight of all food and beverage service operations in the Grill Room. This includes the hiring, training and supervising of all related F & B service and food production staff. The Grill Room Manager will apply all of their experience and knowledge to assuring that the wants and needs of members and guests are consistently met and/or exceeded.

### Requirements:

- Must have 1-3 years of related experience in F&B management
- Must be proficient in the use of Microsoft Word, Excel, and PowerPoint
- Knowledge of pertinent health regulations and liquor laws
- Must have food and beverage experience
- Must have proven management experience
- Must have strong business aptitude
- Must have strong service orientation
- Must possess excellent written and verbal communication skills
- Must be highly organized, efficient and detail-oriented
- Must have exceptional interpersonal skills
- Must have valid driver's license and reliable transportation

### Position Responsibilities:

- Daily management of Grill Room Service Personnel
- Ensure satisfaction by communication with the members and/or guests throughout the event regarding any changes, substitutions or special requests; assisting banquet staff throughout the event as needed (refilling drinks, delivering food, bussing tables, etc.); and following up with host at the conclusion of event
- Hire, supervise, schedule and develop bartender, and grill room attendants
- Conduct training and refresher classes for all Grill Room Service personnel in the correct procedures
- Maintaining cost controls and conducting a monthly inventory
- Alcohol and beverage ordering – follow PO buying process
- Quality assurance, guest service and training of all employees
- Coordination between all departments
- Develop and implement creative strategies to increase revenues
- Assist in planning and coordination of special events and functions
- Responsible for overall member/guest satisfaction
- Ensure all employees are conducting themselves in a professional manner
- Perform daily walk-through to ensure full compliance with the Department of Health regulations
- Complies with applicable health, alcoholic beverage, fire and other local/state laws
- Closing procedures and appropriate cash handling practices
- Perform other duties as assigned

### Working Conditions:

- Physical activity including long periods (6-8 hours) of standing, walking, bending and scooping
- The employee will be required regularly to reach with arms and hands
- The employee occasionally will be required to lift up to 30lbs

- Use of sight, reading, wrist movement to serve meals and beverages, operate food service equipment and clean food service areas
- Specific vision abilities include close, distance, color and peripheral vision and depth perception
- Work extended hours during golf and holiday season
- Work nights, weekends, and holidays

If you think you are the candidate we are looking for. Please submit your resume for consideration [golf@svgcgolf.com](mailto:golf@svgcgolf.com)