



**District of Taylor
Employment Opportunity**

**Food and Beverage Manager
Lone Wolf Golf Club**

Lone Wolf Golf Club is owned by the District of Taylor, the fastest growing community in the Peace River Region. Taylor is a community that values and nurtures personal endeavor, affordable living, and unrivaled amenities for the whole family to enjoy. Our 7140-yard, Championship 18-hole golf course boasts a full-service dining room and patio, two beverage carts, an on-course snack shack and tournament buffet capabilities. Our restaurant offers food and beverage service to golf course clientele, as well as to many locals throughout the season.

Reporting to the General Manager, the Lone Wolf's Food and Beverage Manager is directly responsible for all aspects of restaurant operations. As a municipal asset, all planning, evaluating, organizing, and directing will be conducted in accordance with Council's bylaws, policies, priorities, and approved budgets.

These responsibilities include, but are not limited to, menu planning and food preparations, beverage service, product ordering, scheduling, and the management of the kitchen and service teams, upkeep of proper FoodSafe and liquor service standards, as well as setting and maintaining a high standard of quality and service. The incumbent exercises independence of judgment within the parameters set by the General Manager. Work performance is reviewed and evaluated by the General Manager for conformance with sound operational practices and effectiveness of operation.

The successful applicant will have experience in all aspects of food and beverage service, an understanding of food costing and budget management, possess skills in personnel management, demonstrate strong communication, analytical and problem-solving skills, have effective computer skills in Point-of-Sale Systems. The successful applicant will demonstrate the ability to manage and maintain a positive attitude in a fast-paced work environment.

This position is full time at 35-40 hours per week and comes with compensation of \$28 - \$32 per hour. Scheduling for this position is based on operational needs and includes a variety of shifts, including mornings, evenings, and weekends. This position is seasonal, and while there is some schedule flexibility, there is little availability for extended amounts of time off.

For more information about Lone Wolf Golf Club, visit <http://lonewolfgolf.ca/> and our Facebook page at <https://www.facebook.com/LoneWolfGolfClub/>.

For the job description and more information about Taylor, BC, check out www.districtoftaylor.com.

Applications containing detailed resume of qualifications and experience, will be received by the undersigned prior to **4:30 p.m. local time on March 10, 2023**. Applications will be reviewed commencing the closing application date and may continue until the position is filled.

Please address your application to:

Lisa Ford
Deputy Corporate Officer
Box 300
Taylor, BC V0C 2K0

Email: recruitment@districtoftaylor.com

Fax: (250) 789-3543

While the District appreciates all applicants, only those short-listed will be contacted.



DISTRICT OF TAYLOR

Food and Beverage Manager

Job Description

Title: Food and Beverage Manager

Date: January 12, 2022

Department: Golf Course

Job Category:

Reports To: General Manager

Job Number:

Interacts With:

Wage Scale:

General Summary:

Reporting to the General Manager, and working as a key member of the golf course leadership team, the Food and Beverage Manager works to ensure that the food and beverage service support the goals of the club, providing expert advice to the team and event organizers. Ensures effective staffing, communication and coordination for day-to-day operations and events.

Primary Duties and Responsibilities:

- Ensures all employees, volunteers, and visitors to the department are provided with a safe and healthy workplace consistent with District of Taylor policies, standards and initiatives
- Provides guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines.
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws
- Ensures the ongoing commitment to providing exemplary community service support through the respectful communication between departmental employees and community members
- Develops menu and pricing for food and beverage items, with consideration to the clientele, facilities, efficiency of service and staff capabilities
- Develops promotional and special menus and pricing for events, leagues and other promotions
- Completes food, beverage and liquor ordering and ensures effective use of inventory by managing inventory levels and ensuring proper rotation of stock
- Ensures the cleanliness of the kitchen, front end and dining room, ensuring all appropriate food, health and safety regulations are met, build a workplace environment where food safety is valued and safe practices are part of the standard operating procedures
- Ensures the appropriate policies, procedures and controls are in place to reduce loss due to spoilage, damage, theft, and errors
- Manages inventory process, ensures accurate entering of invoices, coordinates monthly inventory counts, investigates any outages and follows up with policies, procedures and/or coaching to ensure correct accounting for inventory

- Effectively manages quality control, ensuring consistent service levels
- Selects, trains, schedules and manages all restaurant staff
- Ensures all front of house staff are properly trained with regard to the legal responsibilities of serving alcohol (Serving It Right Certification) and develop policies and procedures for staff to prevent problems related to over-service of alcohol
- Builds a culture of service and expense management, where all employees are aware of and work to achieve service expectations and a focus on managing food costs
- Follows up on cash balancing issues and POS keying issues with the General Manager and employees to ensure accurate daily balancing and POS entries by Server
- Performs supervisory functions and acts as a “super-user” for the POS system for all departments and ensures correct coding, pricing and modifiers for food and beverage service items
- Promotes management, stakeholder, member and guest satisfaction by professionally, courteously and diplomatically communicating activities, goals, and plans
- Administers and enforces applicable district and golf course rules, regulations and policies

Requirements and Qualifications:

Education and Experience:

- Grade 12 diploma or equivalent
- FOODSAFE Level 1 (or higher) Certification
- Serving it Right™ Certification
- 3-5 years of experience working with a fast-paced kitchen;
- Experience with all aspects of kitchen management, including menu development, ordering, service, inventory control and training;
- Experience with all aspects of front-end management, including menu development, ordering, service, liquor sales regulations; inventory control and training;
- Previous experience in a leadership capacity
- Experience with catering large functions (150+)
- Certificate in Culinary Arts or equivalent would be considered an asset
- Other combinations of education and experience may be considered

Knowledge, Skills, and Abilities:

- Strong interpersonal skills to build and maintain collaborative, effective working relationships with team members, employees, volunteers, the general public, elected officials, District staff, and other stakeholders
- Good leadership skills with a focus on communication, transparency, decisiveness, and listening to and providing feedback
- Awareness of and dedication to working safely according to applicable standards, policies and procedures
- Strong understanding of provincial food service regulations
- Understanding of food preparation, menu preparation, and ordering inventory
- Knowledge of food pricing and calculating food costs
- Strong understanding of the legal responsibilities when serving alcohol and knowledge of techniques to prevent problems related to over-service of alcohol;
- Strong organizational skills
- Strong verbal and written communication skills
- Interpersonal skill to resolve conflict with and between employees and members of the public
- Possess strong analytical and problem-solving skills

- Ability to manage and maintain a positive attitude in a fast-paced work environment
- Basic understanding of golf and/or experience working at a golf course and
- Must be able to manage and work efficiently with minimal supervision

Other Requirements:

- Completion of a Criminal Record Check
- Valid BC Driver's license with acceptable Driver's Abstract
- Legally entitled to work in Canada


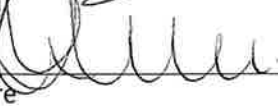
Working Conditions (environmental conditions, physical demands, travel, etc.):

- This role is a full-time schedule (35-40 hours/week) during the open season (generally March – October). The position starts prior to the season to ensure the restaurant is able to open when the season starts and works following the Thanksgiving weekend to properly shut down the restaurant for the winter.
- This position develops their schedule in accordance with the front and back of house staff schedules ensuring their presence for all major events and tournaments at the course
- Although there is some schedule flexibility, employees can expect to work weekends and there is limited availability for extended time off during the season

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

Approval:

<u>Ryan Galay, Director, Community Services</u> Name/Title	 Signature	<u>Feb. 10, 2022</u> Date
<u>Maira Green</u> Name/Title Chief Administrative Officer	 Signature	<u>Feb 10, 2022</u> Date