



MITCHELL GOLF & COUNTRY CLUB INC.

Food and Beverage Supervisor

Job Description

Contract Position – Full Time

Overview:

The Mitchell Golf and Country Club is seeking an individual who is energetic and eager to be a part of a team environment and is willing to help run, organize and enhance the Mitchell Golf and Country Club's food and beverage services. This person should be able to take on administrative and managerial tasks. This person should be able to flourish in customer service as well as in the kitchen with meal preparation for both small, day-to-day groups in the lounge, and large events in our banquet hall. This person will report directly to the Club Manager.

Tasks and Responsibilities:

- Efficient menu planning and development
- Oversee and assist with food serving and prep for larger events to ensure everything is to the customers satisfaction
- Supervising the staff during working hours
- Hiring and training new kitchen and serving staff
- Creating and organizing efficient staff work schedules
- Resolving any customer/staff related issues or problems
- Food preparation for lounge customers and larger banquet events
- Bartending
- Cleaning and organizing kitchen and bar facilities
- Inventory managing of food/beverage and food and beverage related supplies
- Portion cost control
- Other duties required or requested by management

Attributes and abilities:

- Having the ability to adapt and modify meals for specific dietary restrictions
- Knowledge with handling cash and working a P.O.S. system for transactions
- Has understanding of and is comfortable with enforcing Health & Safety/Liquor Laws/Club Regulations
- Familiar with food service equipment
- Attention to detail
- High energy
- Ability to multi-task
- Effective interpersonal oral and written communication skills
- Flexible work hours incl. evenings/weekends/holidays
- Shows initiative



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Qualifications:

- Food Safety and Handling Training / Smart Serve Certificate
- 3-4 years combined supervisory/management experience, kitchen/cooking experience, customer service and industry related culinary/hospitality post-secondary education is preferred.

Applicants are invited to submit a resume and cover letter by email to employment@mitchellgolfclub.com Please indicate **“Food and Beverage Supervisor Attn: Steve Feeney, Manager”** in the subject line.

We appreciate submissions from all applicants. Only those selected for an interview will be contacted.
Applications for this position will be accepted until January 24th, 2020