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Food & Beverage Manager Green Hills Country Club

Established in 1929, Green Hills Country Club is one of the Bay Area's premier private clubs. Designed by renowned golf course architect Dr. Alister MacKenzie, the Club has built a proud tradition of exceptional golf, outstanding dining, and meaningful connections among members and their families.

Located in Millbrae, California, Green Hills offers championship golf along with tennis, swimming, fitness, and an active calendar of social events. Our members value warm hospitality, personalized service, and an environment where lifelong friendships are built. As Green Hills continues to invest in elevating the member experience, we are seeking an energetic and service-driven Food & Beverage Manager to help lead our dining operations into the future.

Position Overview

The Food & Beverage Manager is responsible for the day-to-day leadership and execution of all front-of-house food and beverage operations, including member dining, banquet service, bar operations, and club events.

Reporting directly to the General Manager and working closely with the Executive Chef and Executive Leadership Team, this highly visible position plays a critical role in creating exceptional member experiences through outstanding hospitality, operational excellence, and strong team leadership.

This is a hands-on management position requiring an active presence throughout the clubhouse. Success in this role depends upon building meaningful relationships with members, developing a highly engaged service team, and maintaining the highest standards of professionalism and hospitality. This position has the potential to evolve into Food & Beverage Director or Clubhouse Manager.

Leadership & Team Development

The Food & Beverage Manager will:

- Lead, coach, mentor, and inspire all front-of-house food and beverage employees.
- Foster a culture centered on hospitality, accountability, teamwork, and continuous improvement.
- Recruit, hire, onboard, train, and develop service staff while creating opportunities for professional growth.
- Maintain consistent service standards, appearance standards, and operational procedures.
- Promote a positive, respectful, and collaborative workplace culture.



Operations

The Food & Beverage Manager oversees the daily operation of:

- Member dining venues
- Lounge and bar operations
- Banquet and private event service
- Beverage operations
- Club social events

Responsibilities include:

- Ensuring exceptional service throughout all dining experiences.
- Partnering closely with the Executive Chef to deliver seamless food and service execution.
- Maintaining high standards of cleanliness, organization, sanitation, and safety.
- Developing and maintaining service standards and standard operating procedures.
- Managing reservations, floor plans, and daily service execution.
- Monitoring beverage quality and service consistency.
- Ensuring compliance with all health department regulations, ABC requirements, and company policies.

Member Experience

Creating memorable member experiences is the cornerstone of this position.

The successful candidate will:

- Be a visible and approachable presence throughout the clubhouse.
- Build strong relationships with members and guests.
- Anticipate member needs while providing personalized service.
- Resolve concerns promptly and professionally.
- Work collaboratively with all departments to ensure seamless member experiences.
- Support the planning and execution of member events, tournaments, holiday celebrations, and private functions.

Financial & Administrative Responsibilities

Working closely with the General Manager and Controller, the Food & Beverage Manager will:

- Develop and manage departmental labor schedules.
- Control labor costs while maintaining exceptional service standards.
- Monitor payroll and approve employee time records.
- Manage departmental budgets.
- Monitor beverage inventory and purchasing.
- Support inventory controls and cost management initiatives.
- Utilize POS reporting and operational metrics to improve performance.
- Identify opportunities to improve efficiency while enhancing the member experience.



Executive Leadership

As a member of the Club's management team, the Food & Beverage Manager will:

- Serve as Manager on Duty.
 - Collaborate with department leaders to ensure consistent Club operations.
 - Participate in strategic planning and operational improvement initiatives.
 - Support Club-wide events and special projects.
 - Represent Green Hills Country Club with professionalism and integrity.
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Initial Priorities

During the first year, the successful candidate will focus on:

- Building trust and strong relationships with members and staff.
 - Elevating consistency in food and beverage service.
 - Strengthening staff training and accountability.
 - Creating a culture focused on hospitality and teamwork.
 - Supporting continued improvements to the Club's food and beverage program.
 - Helping deliver a memorable dining experience that reflects the quality and traditions of Green Hills Country Club.
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Candidate Qualifications

The ideal candidate will possess:

- Five or more years of progressive food and beverage management experience, preferably in a private club, luxury hotel, or upscale hospitality environment.
 - A degree in Hospitality Management or a related field preferred, or equivalent professional experience.
 - Proven leadership experience developing high-performing teams.
 - Strong organizational, financial, and problem-solving skills.
 - Excellent interpersonal and communication abilities.
 - Working knowledge of Microsoft Office, Microsoft Teams, and POS systems such as Club Essential or similar club management software.
 - CMAA membership or pursuit of the Certified Club Manager (CCM) designation is a plus.
 - Availability to work evenings, weekends, and holidays as required.
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Compensation & Benefits

Green Hills Country Club offers a competitive compensation package, including:

- Annual salary of \$110,000–\$130,000, commensurate with qualifications and experience.
- Medical, dental, and vision insurance.
- 401(k) with employer matching.
- Paid vacation, holidays, and sick leave.
- Complimentary employee meals while on duty.



- Golf privileges on Mondays, based on Club policies.
 - Professional development support, including CMAA education and CCM certification opportunities.
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Join Our Team

Green Hills Country Club is seeking an exceptional hospitality professional who leads by example, enjoys building relationships, and is passionate about delivering outstanding service.

If you are committed to excellence and are excited to help shape the future of one of the Bay Area's most respected private clubs, we encourage you to apply.

Green Hills Country Club is an Equal Opportunity Employer and complies with all applicable federal, state, and local employment laws.

Employment is contingent upon verification of identity and authorization to work in the United States in accordance with federal law.

How to apply

Qualified candidates are invited to submit a resume and cover letter to Paula Provoznik, General Manager, at pprovoznik@greenhillsgcc.com