



Founded in 1982, Blackhawk Country Club is a private and prestigious golf club located in the east bay at the foothills of Mt. Diablo. Surrounded by natural beauty and stunning architectural luxury homes, Blackhawk has earned a reputation for providing the ultimate experience in golf, fine dining, social and recreational activities for its members and guests. Blackhawk Country Club has been proudly recognized as a Distinguish Emerald Club by Boardroom magazine and continues to maintain a high level of excellence. Equipped with two award winning 18 hole Golf Courses, two beautifully decorated club houses, Olympic size swimming pool, tennis courts, Bocce Courts, Pickleball Courts, Blackhawk Country Club is a place where everybody feels welcome and proud to be part of.

Blackhawk Country Club currently has an opening for a Food & Beverage Manager.

**POSITION SUMMARY: To ensure adherence to service standards at Blackhawk Country Club.**

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**Essential Duties and Responsibilities:**

- Oversee beverage management, inventory, ordering, costing, pricing, organization and other areas of beverage.
- Ensure Dining Room, bars and adjacent spaces are ready for service and properly set.
- Hire, train, supervise and discipline service and beverage staff
- Evaluate staffing levels for anticipated business.
- Establish that all scheduled are present (including bartenders). Check to see that punch in time matches the scheduled time.
- Maintains documentation of attendance/punctuality/records of service/beverage staff.
- Ensure floor staff has performed opening setup duties.
- Confirm that all menus are current, clean and all specials are entered in the POS system.
- Check function sheets/reservations sheets for the day. Confirm that setup and preparation for business is on schedule.
- Assign projects and side work to employees. Follow up on progress before close of shift.
- Ensure all bartender and server closing duties have been performed. Audit servers/bartenders at close of business.
- Lock up and set alarm, if applicable.

**Other Functions:**

**Knowledge / Skills:**

- Participate in promotional ideas to increase revenues
- Assist service personnel to provide service to all members
- Conduct pre shift lineups/service meetings and motivate employees
- Implement and follow through on all bookings of restaurant parties and effective communication to rest of F&B staff
- Monitor daily, weekly and monthly labor
- Implement service training program to ensure member satisfaction
- Ensure associates adhere to grooming standards

- Ensure members and guests expectations are consistently exceeded by assisting service, seating, greeting, and follow up with members
- Member recognition is a must! Manager must encourage/mandate associates to use member names
- Must be personable and interact with members and seek feedback
- Need to know all standard food and beverage service procedures
- Be able to meet deadlines given by his supervisors
- Ensure administrative projects are completed in a timely manner
- Stay current with food and beverage trends and implement in dining room
- Maintain professional appearance
- Perform duties as required by management
- Supervise and train staff, including annual reviews and handling discipline
- Helps plan and approve organizational chart, staffing and scheduling procedures and job descriptions for dining staff
- Continually works to ensure correct handling procedures to minimize china and glassware breakage and food waste.
- Assists F&B management team in other facilities as needed.

Contact:

If interested, please email your resume to Julianne Yee, HR Director, at [jyee@blackhawkcc.org](mailto:jyee@blackhawkcc.org). Please no phone calls.