



Highland Pacific Golf

At Highland Pacific Golf we create purpose driven work at a place that you can be proud of. Our values of service, teamwork, cleanliness and community are front and center each and every day. As Victoria's friendliest place to play we strive to serve our customers, vendors as well as our fellow team members with energy and enthusiasm. We also give back to the community by hosting and operating events that benefit such local charities as Golf for the Cure (Breast Cancer Research), Vancouver Island Children's Foundation (Jeneece Place), and the BC Mental Health Association.

Joining the team at Highland Pacific Golf is more than just working at a golf course. Our mission includes helping people live a happier, healthier life. Join our team today!

Our mission is to provide outstanding golf experiences to the general public with a dedication to quality, value and friendly personal service. From dream to reality...come and experience Highland Pacific for yourself!

Job Description

Assistant Food and Beverage Manager

The Assistant Food and Beverage Manager at Highland Pacific Golf is an active operational position. The incumbent will be required to lead in all aspects of the food and beverage operation. This role includes multitasking, staying organized, working in the café, banquets, and in an administrative capacity.

Reports to: Food and Beverage Manager

Supervises: Food and Beverage Shift Supervisors and Staff

Job Responsibilities:

The following is a general outline of responsibilities.

Administrative

- Acquire complete understanding of Tee-on point of sale system
- Assist in effective scheduling/menu planning/staff reviews
- Ordering of food and beverage products, while maintaining par levels
- Meeting with the food and beverage management team weekly for event details and review of previous events
- Coding of Sysco invoices on the day of delivery
- Putting away and ensuring the correct rotation of food and beverage orders on Wednesday and Saturdays (or delegating its done correctly)
- Every Monday completing a comprehensive list of alcoholic beverages that are needed (leave a list for Fred for Tuesday Morning Ordering)
- Complete understanding of inventory procedures and invoice coding
- Keeping F&B staff on track and motivated
- Maintaining a high standard of service in the café. We truly want to be “the friendliest course”
- Ensuring staff are following all liquor laws, food safe procedures, and company policies at all times.

Cafe

- Ensure to meet all HP board vision expectations towards the running of the Café
- Greeting requests promptly and cheerfully
- Running till, handling cash, end of day cash outs, ensuring cash drops
- Pouring and mixing of alcoholic and non-alcoholic beverages
- Preparing food, doing prep, making or organizing daily soups and specials for cafe.
- Café display case to be kept neat and organized with to go sandwiches and snacks with a price sheet displayed
- Ensuring all beverage coolers are kept stocked and rotated
- Cleaning of deep-fryers/Maintaining correct Oil levels and troubleshooting equipment issues and calling for repairs when needed
- Ensuring char broiler is kept clean and free of carbon build up (organize a weekly cleaning of it)
- Hood Fan filters to be kept clean and hood wiped down (organize staff for this nightly and weekly)
- Opening and closing of the café according to required procedures
- Bussing tables and doing dishes
- Stocking of any items needing stocking to meet par levels or in preparation for large groups
- Ensuring all food items are made consistently and to the same high standards we pride ourselves on. This requires attention to detail and supporting the staff during peak times.
- Keep updated on all health and safety polices and ensure we are operating within the provincial government health order guidelines.

Banquets

- Ensure to meet all HP board vision items listed under “Meeting Room”
- Organization of banquet staff and necessary AV equipment
- Ensuring organization of staff to keep meeting room set and ready to go for next event
- Ensuring all AV equipment is in good repair and ready to use, all accessories are properly stored after each event
- Be onsite when needed to ensure a successful event

Snack Kiosk

- Talk with the kiosk attendant and coordinate any needed supplies for the day/week.
- Ensuring they have what they need to succeed.

Job Types: Full-time, Permanent

Salary: \$55,000.00-\$60,000.00 per year

Benefits:

- Dental care
- Discounted or free food
- Extended health care
- On-site parking
- Store discount

Schedule:

- Permanent Full Time
- Salaried, 40-hour work week
- Weekend availability

Experience:

- Kitchen management: 2 years (preferred)

Licence/Certification:

- **Serving IT Right**
- Food Safety Certification