



# The Oakville Club

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## Food & Beverage Manager

The Oakville Club, established in 1907, is a multi-sport, social and family-oriented Members Club, tucked away on Sixteen Mile Creek, in the heart of downtown Oakville. The Club has become a primary source of community connections for our Members through camaraderie and lifelong friendships.

### Position Summary

We are currently seeking a dynamic, service-focused individual to lead our Food & Beverage operation. This is a hands-on role, focusing on member experience and effective supervision of all food service areas in cooperation with the back of house team. The Food & Beverage Manager is a leader and role model for all Club staff

### Duties and Responsibilities

- Manage all Food and Beverage operations, ensuring best interests of the Club, its Members, Guests and Staff are upheld at all times
- Provide service training and direction to all F&B staff and ensure Club policies are adhered to
- Accountable for the quality and consistency of food and beverage service within the Club
- Be actively involved in service during peak periods
- Coordinate food service, involving communication between kitchen and food service staff
- Oversee catering bookings, planning, event execution
- Monitor scheduling, ensure staffing is in accordance with Club standards
- Accountable for F&B and labor and all costs involved for running all F&B areas of the Club
- Maintain inventory controls, records with respect to sales, cover counts, average cheque and percentages in each area
- As MOD on shift, responsible for maintaining efficient Club operations and policies, including supervision of all Club staff and effectively handling any issues or emergencies that may arise

## Qualifications

- Minimum 3 years F&B management experience, private club experience an asset
- Excellent communication skills, both written and oral
- Knowledge of Jonas an asset
- Ability to work extended hours when necessary, including evenings, weekends and holidays
- Smart Serve certified
- Trained in First Aid, CPR & AED an asset
- Ability to stand for extended periods of time and lift up to 50 lbs

Interested candidates can submit a cover letter and resume to Amy Caldwell, Assistant General Manager, at [acaldwell@oakvilleclub.com](mailto:acaldwell@oakvilleclub.com)