



## Candidate Profile

### Food and Beverage Manager

Colonial Springs Golf Club

Farmingdale, New York 11735

[www.colonialspringsgolf.com](http://www.colonialspringsgolf.com)



**Colonial Springs  
Golf Club**

### Organization

Colonial Springs Golf Club is a traditional family-oriented private club with 400 members located in Farmingdale, New York, and is one of the premier private golf clubs on Long Island. Located less than an hour from New York City, the Club is near the Nassau/Suffolk border.

The Club was originally founded in 1995 and has been fully private since 2006. The golf course, with its challenging twenty-seven-hole layout and superb practice facilities, was originally designed by Arthur Hills. Its natural beauty and sprawling hills provided the perfect inspiration for 27 holes of world championship-caliber golf. In 2004, the owner hired world-renowned golf course architect Robert Trent Jones Jr. to take the course to the next level. Golf Digest nominated Colonial Springs for “Best Renovation” in 2007.

Colonial Springs enjoys an active dining program and is dedicated to exceeding members' and guest's expectations. Food and Beverage revenues exceed \$1.2m with member dining contributing to 70% of revenues. The main dining room extends into an outdoor dining patio which has panoramic views of all three nines from the Lake Course Pines and the Valley which is very picturesque and beautiful.

### Position Description

The successful Food and Beverage Manager will be an energetic, visible, interactive, and accessible leader for staff and members alike. He or she will be responsible for the daily operation of the Food and Beverage Department. The position works closely with and reports to the Club Manager. The Food and Beverage Manager will deliver an exceptional dining experience consistently to all members and guests. This position will support the Club Manager in the day to day operations and must have the understanding that teamwork and a hands-on approach is the essential guiding light at Colonial Springs Golf Club. Colonial Springs Golf Club adopts a “we all do what is necessary” mentality to reach the goal of providing the level of expectations the members expect.

Operational responsibility includes the management of all dining outlets in the clubhouse with an emphasis on staff training and development. The candidate must have the ability to strengthen the Colonial Springs Golf Club service culture ,where member dining consistently exceeds expectations. The Food and Beverage Manager will also collaborate and communicate with other departments daily such as the Executive Chef, Assistant Restaurant Manager, Controller, Maintenance, Housekeeping, Locker Rooms, Golf, and others as needed. The successful Food and Beverage Manager will set the pace of service as an example to all employees. He or she will be proactive (not reactive) to member needs and have a high

degree of integrity.

Potential candidates will possess all the requisite skills, leadership qualities, and personal traits suited for a “high” level private club environment. A friendly, polished, outgoing personality is a must as is a strong working knowledge of exceptional food and beverage service and management. He or she will be an excellent communicator who drives the service culture to the team while delivering excellent service as a standard.

### Essential Duties and Responsibilities

- Manage all food and beverage operations and work closely with department heads in each area to assure the highest level of member satisfaction.
- Manage the efficient and consistent service to members for meal periods, member and club events, social functions, and holidays and well as participate in the planning and execution of all events. Visibility and actively managing meal periods are essential to the success of the Food and Beverage manager. It is imperative that the Food and Beverage manager have a hands-on approach when required and continually foster a positive teamwork ethic.
- Actively participate in the orientation and training of all service staff employees while being responsible for the development, execution, and measurement of service training and procedures. Includes hiring and scheduling and supervising of staff.
- Responsible for the development of wine, beer, and cocktail menus, and the ordering of all liquor, beer, and wine. Conducts monthly inventory and cost of sales analysis.
- Responsible for ensuring all opening and closing procedures are followed and that the clubhouse is secure at the end of the business day.
- Conduct pre-shift meetings to communicate important information to staff regarding menu changes, specials, and service expectations.
- Selling and managing private banquets, receptions, and other related events and producing event agreements and event orders.
- Manage and inspect the clubhouse and dining outlets for cleanliness and ensure daily setups are set properly. Maintain the orderliness of all storage areas and storerooms.
- Maintain the Point of Sale system to reflect current menus and pricing and ensuring all transactions are processed accurately and all server shifts are closed out properly.
- Attend all necessary management and committee meetings.
- Implement effective procedures to control labor costs remain on the approved budget.
- Ensure all standard operating procedures comply with Federal and State Laws.
- Continually foster a positive teamwork ethic.

### Requirements

- Ability to work in a team-oriented club environment.
- A person of exceptional character – motivated, energetic, friendly, and dedicated to the profession of club management. A true passion for the food and beverage industry.
- Hospitality or related degree is preferred as well as participation in CMAA education programs. In place of a degree, substantial private club or hospitality experience will be considered.
- Excellent verbal and written communication skills.
- Knowledge and experience in booking and handling banquet events including receptions, business gatherings, and golf outings.
- Well-trained and technical literacy including Microsoft Word and Excel. Jonas Club Management/POS would be considered a strong plus.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

## Compensation and Benefits

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- Competitive compensation/salary commensurate with experience with the potential for an annual bonus.
- Standard club benefits, family health, etc.
- Participation in the club's 401(k) plan as per club policy.
- CMAA National and Chapter membership dues, continuing education opportunities with prior approval and within budgetary limits.

## Inquiries and Resume Submission

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To be considered for this outstanding opportunity all cover letters and resumes should be received by June 15, 2021, preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with your resume to:

Manny Gugliuzza, CCM, CCE

Principal and Search Consultant

[mannyg@gsiexecutivesearch.com](mailto:mannyg@gsiexecutivesearch.com)

732-618-8665

This position is available immediately.

