



## Job Description

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| <b>Job Title:</b>    | Golf Food & Beverage Manager                                     |
| <b>Location:</b>     | Atwood Homestead, Ledges, Macktown Golf Courses                  |
| <b>Reports To:</b>   | Golf General Manager   |
| <b>FLSA Status:</b>  | Full-time/Exempt (Salaried)                                      |
| <b>Salary Range:</b> | \$47,840.00 - \$72,800.00 per hour (dependent on qualifications) |

### POSITION SUMMARY

To manage daily food and beverage operations for three golf course clubhouses, including staffing, safety, inventory management, cleanliness, financial accountability, and customer service. Ensures safe, efficient, and customer-focused food and beverage service at all locations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Food & Beverage Operations

- Oversee daily food and beverage operations across three golf course clubhouses.
- Ensure all kitchens and service areas meet required safety, cleanliness, and public health standards.
- Maintain state and local liquor licenses and compliance.
- Schedule and facilitate golf outings, special events, and room rentals.
- Oversee beverage cart operations, including staffing and inventory control.
- Perform end-of-season shutdown procedures and deep cleaning of kitchen and storage areas.

#### Staff Management and Customer Service

- Hire, train, supervise, and evaluate food and beverage staff.
- Prepare and manage staff schedules and assign daily tasks.
- Ensure staff maintain required Food Safety and BASSET certifications.
- Provide ongoing coaching, support, and accountability to maintain service standards.
- Provide excellent customer service and ensure a positive experience for all clubhouse and golf outing guests.

- Address customer concerns promptly, professionally, and courteously.
- Support the Golf General Manager in promoting events, rentals, and food and beverage offerings.

### **Financial & Inventory Management**

- Oversee and maintain the point-of-sale system at each clubhouse.
- Ensure financial accuracy, accountability, and proper cash-handling procedures.
- Manage product inventory, submit orders, track deliveries, and maintain organization.
- Purchase and transport additional products as needed to support operations.
- Maintain annual state and local liquor licenses and ensure full regulatory compliance.

### **Facilities, Safety & Compliance**

- Ensure kitchens, food storage areas, restrooms, dining areas, and bar areas are clean, safe, and well-maintained.
- Perform routine preventative maintenance and minor repairs.
- Request and schedule Forest Preserve staff or contracted services for larger repairs.
- Maintain a working knowledge of, and adhere to, all risk management and safety programs and procedures.
- Ensure compliance with all applicable health, safety, and liquor control regulations.
- Ensure compliance with all WCFPD policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE JOB.** Must have a professional working knowledge of restaurant operations, staff management, and customer service. Must demonstrate sound safety practices and have good written and verbal communication skills.

**EDUCATION and/or EXPERIENCE.** High school diploma or GED is required. Three (3) to five (5) years related restaurant experience, preferably in a management capacity, and/or training is required. A valid driver's license is required.

**LANGUAGE SKILLS.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the Forest Preserve District.

**MATHEMATICAL SKILLS.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, volume. Ability to perform mathematical functions involving currency.

**REASONING ABILITY.** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**MACHINES, TOOLS, AND EQUIPMENT.** Must be able to operate various kitchen appliances and utensils, ice makers, soda dispensers, beverage taps, vacuums, point of sale registers and computers.

**PHYSICAL DEMANDS.** While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

**WORK ENVIRONMENT.** While performing the duties of this job, the employee is regularly exposed to hot surfaces, cold surfaces and cold storage areas; fumes, airborne particles; or caustic chemicals; risk of electrical shock. The employee is occasionally exposed to slippery or wet floors, risk of electrical shock. The noise level in the work environment is usually low.

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

**EQUAL OPPORTUNITY EMPLOYER.** The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

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Employee Signature

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Date