



Founded in 1896, Aronimink Golf Club has a rich history of tradition and excellence in the Philadelphia area. Aronimink is consistently recognized as a Top 10 Platinum Club in the United States and a Top 100 Platinum Club in the world. In addition, the recently restored Donald Ross golf course is annually ranked as one of the top 100 courses in the United States. The historic clubhouse erected by Charles Barton Keen is a magnificent venue and has played host to many extraordinary weddings and events. As one of the finest Clubs in the country, both Members and guests are consistently treated to a tradition of excellence at Aronimink Golf Club.

Assistant Food & Beverage Manager

Department: Food and Beverage

Reports to: Food and Beverage Manager(s)

Supervises: Servers, Cocktail Servers, and Server Assistants

Status: Hourly Rate

The Aronimink Golf Club Assistant Food & Beverage Manager(s) will be responsible for assisting the Food & Beverage Manager(s) with the oversight and execution of Food and Beverage Operations at the Club. The Assistant Food & Beverage Manager(s) will work directly with the Food & Beverage Manager-On-Duty and the Clubhouse Manager to ensure there is clear and consistent communications as it pertains to daily a la carte dining and club events / private banquets. The Assistant Food & Beverage Manager(s) will ensure that Member and guest expectations, service, presentation, and overall food and beverage operations are maintained on a daily basis and consistent with the Aronimink Brand.

The Assistant Food & Beverage Manager(s) will be responsible for leading daily Food and Beverage Operations and will deliver an excellent hospitality experience for both Members and guests.

Club Events / Banquets

The Assistant Food & Beverage Manager(s) will be able to successfully lead banquet staff through entire events from set up to completion and billing for the event. The Assistant Food & Beverage Manager(s) will communicate and collaborate with the Executive Chef, Chef de Cuisine, Sous Chef, Event Chef, Pastry Chef, and Culinary Team to ensure proper food presentation and timeline of events.

A la carte Dining

The Assistant Food & Beverage Manager(s) will be able to oversee daily a la carte dining, ensuring an excellent dining experience for Members and guests. The Assistant Food & Beverage Manager(s) will communicate with the Executive Chef, Chef de Cuisine, Sous Chef, and Culinary Team to review daily specials, dietary restrictions for Members and guests, as well as any special details or celebrations occurring in the a la carte dining areas.

The Assistant Food & Beverage Manager(s) will report daily to the Food & Beverage Manager-On-Duty, assisting in all aspects of clubhouse and food and beverage operations.

The goal is to maximize member satisfaction, sales, and revenue through Member and guest satisfaction, Team Member engagement, and within the budgetary parameters.

Responsibilities:

- Oversee Food and Beverage day-to-day operations to the highest standards.
- Preserve excellent levels of Member and guest service.
- Assist with the design of exceptional menus, purchase goods, and continuously make necessary improvements throughout the club.
- Identify Member needs and respond proactively to all their concerns.
- Assist the Food & Beverage Manager(s) and Clubhouse Manager with attracting, recruiting, training and appraising talented personnel to join the Food and Beverage Team.
- Assist the Food & Beverage Manager(s) with establishing targets, Key Performance Indicators (KPI's), schedules, policies and procedures.
- Provide a two-way communication with all AGC Team Members and nurture an ownership environment with emphasis on motivation and teamwork.
- Comply with all health and safety regulations.
- Maintain a positive disposition with Members, guests, and Team Members.

Requirements:

- Proven Food and Beverage supervisory experience.
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS).
- Ability to spot and resolve problems efficiently, being preventative rather than curative.
- Mastery in delegating multiple tasks.
- Communication and leadership skills.
- Familiar with up-to-date food and beverages trends and best practices.
- Ability to manage personnel.
- Member / guest-oriented and service-minded.
- Hospitality / Culinary school diploma or degree in food service management or related field.
- The Assistant Food & Beverage Manager(s) schedule must be flexible and usually include evenings, weekends and holidays.
- The Assistant Food & Beverage Manager(s) is expected to wear professional attire appropriate for the position.

Additional Knowledge, Skills and Abilities:

- Must have the ability to multi-task while remaining focused on the goal.
- Must have excellent verbal communication and leadership skills.
- Must be detail oriented.
- Must have the ability to remain calm in high stress situations.
- Be able to solve problems quickly under pressure.
- A passion for continued professional growth in the hospitality / food and beverage industry.

Other Benefits:

This is a great opportunity to be a part of a dynamic team with a commendable benefits package and competitive salary. Aronimink Golf Club offers medical, dental, PTO, as well as a company-matched 401k after one year of employment. Benefits also include a holiday bonus program.

Aronimink is currently ranked as the:

#9 Golf Club in America by Platinum Clubs® of America

#38 Golf & Country Club in the World by Platinum Clubs® of the World

#85 Golf Course in America by Golf Digest

*****Aronimink Will Be Hosting the Following Upcoming Championships*****

2020 KPMG Women's PGA Championship

2026 PGA Championship

Please send cover letter and resume to: AssistantFBManager@aronimink.org