



Job Position: Front of House Manager
Department: Food and Beverage
Reports To: General Manager
Job Type: Full-Time, Seasonal
Application Deadline: March 10th, 2020
Projected Start Date: Mid – late March, 2020

Our Vision:

For BIG SKY to always be the number one choice for golfers in the Whistler corridor and to always be recognized as one of the premier golf experiences in British Columbia, and in fact, Canada. Our team of exceptional people will consistently deliver exceptional experiences to our members and guests. We are unique, we are surrounded by majestic beauty... and we are passionate about BIG SKY.

Our Mission:

“Exceptional people delivering an exceptional experience!”

Position Objective:

The Front of House Manager reports directly to the General Manager, overseeing the day to day operations of Fescues front of house, ensuring first class service for our guests. Providing prompt, attentive and always professional service within a relaxed, yet professional atmosphere. Communicate core values, code of conduct and lead by example.

Position Responsibilities:

- Staff recruitment, training, scheduling and management, approving timesheets – building and leading a strong Food and Beverage team;
- Menu design, costing and portion control;
- Creating a quality experience for our customers in all aspects;
- Overseeing of applicable food and liquor ordering and inventory;
- Cashout auditing and management;
- Ensuring the cleanliness of the restaurant areas and that the policies and guidelines of the Department of Health are adhered to;
- Reviewing of monthly profit and loss statements and preparation of an action plan for any necessary changes and improvements;
- Establishing and implementation of all policies and procedures for the Food and Beverage department;
- Development and implementation of a marketing plan with the assistance of the Sales and Marketing department;
- Wedding Coordination including:

- Establishing contact with all seasonal wedding couples/planners, providing menus and organizing/facilitating food tastings and site meetings;
- Spearheading day of operations for wedding events including set-up, staffing, serving/bartending and take down;
- In-house tournaments, private and other special F & B events including:
 - Liaising with Senior Management team to ensure all aspects of event operation is covered and F & B preparation is sufficient;
 - Spearheading day of F & B operations including set-up, staffing, serving/bartending and take down;
- Serving/bartending on shift as needed
- Liaising with Head/Sous Chef to ensure overall smooth operation of Fescues
- Attending and participating in weekly/bi-weekly Management meetings

Job Characteristics Requirements

- Organized, responsible, reliable, team-player and leader;
- Shift work required: weekends, holidays, some evenings as needed;
- Experience in a similar role;
- Knowledge and understanding of Food & Beverage industry.

About Big Sky:

Big Sky GC was built in 1991 and opened in 1994. Designed by Bob Cupp, Big Sky is laid out on 190 acres at the base of 8,000 foot Mount Currie in the Pemberton Valley. Big Sky is known for its generously wide bent grass fairways, difficult approach shots and tightly mown 'swales' around the greens.

Annually ranked in the Score Top 100, Big Sky was ranked #11 of the top 59 public/resort courses in the country for 2019. Other accolades include Golf Digests' top 30 courses in Canada, coming in at #26 in 2017. Also in 2017, the Luxury Travel Diary named Big Sky #5 in their top 10 bucket list courses around the world.

While this outline attempts to be all encompassing, this position is expected to evolve beyond these categories. As you become more familiar the operations of BIG SKY you will be expected to make suggestions on policies, procedures and controls. You will be expected to safeguard our assets, contribute to the improvement of our bottom line, and to call on members of your management team to help you accomplish these objectives.

**Please send your cover letter and resume to
Michael MacNeil, General Manager: [mailto: mmacneil@bigskygolf.ca](mailto:mmacneil@bigskygolf.ca)**