



**Heritage Pointe Golf Club**, an award winning 27-hole public golf facility located just south of the City of Calgary, is seeking a dedicated, passionate and creative **Food & Beverage Manager**.

This key person is responsible for managing a food and beverage operation with annual revenues of \$1.5 million, and is an integral part of the Management Team, reporting directly to the President & CEO.

The successful candidate will be responsible for:

- Directing and organizing the food and beverage operations including the lounge operations, Crossover Grill, on-course beverage carts, functions, tournaments, weddings, special events, and back of house kitchen operations.
- Maintaining the highest standards of food & beverage quality and service.
- Marketing and promoting the food and beverage facilities with a goal of growing revenues and maximize profits.
- Hiring, supervising and training all front of house staff and key back of house personnel.
- Ensuring that effective controls are in place and are being followed for all food and beverage areas including inventory control management, cash, liquor control, food safety, occupational health and safety, and labor standards.
- Ordering and monitoring inventory, supplies and equipment.
- Monitoring margins and operating expenses to ensure cost effective operations.
- Working with the Executive Chef to plan and cost all menus.
- Actively participating in management meetings, planning sessions, and the budgeting process.
- Being a contributing and visionary participant in the management and planning for the entire operations of Heritage Pointe Properties Inc.

Skills Required:

- Solid experience in a food & beverage management role.

- Excellent written and verbal communications skills.
- Basic computer skills including an understanding of point-of-sale systems and Microsoft Office.
- Excellence in customer service.
- High degree of organizational and time management skills.
- Strong understanding of margin calculations and inventory costing and control.
- Prior experience with business plans and budget preparation.
- Willingness to learn by participating in industry events and continuing education.
- Ability to work as part of a team and promote a unified team environment.

To apply, please forward your resume and covering letter, including salary expectations and anticipated start date, to [alexis.johnston@heritagepointe.com](mailto:alexis.johnston@heritagepointe.com) .

**Closing date for this position is January 26, 2012.**

Only those candidates selected for an interview will be contacted.