



**Job Posting
Location**

Front of House Manager
Calgary NW, AB

**Club
Start Date**

Silver Springs G&CC
February 15, 2025

The Atmosphere

For over a half a century, Silver Springs Golf and Country Club has been an integral part of Calgary, NW proving itself as a haven for some of the City's best and most discerning golfers. The leadership team and entire staff are committed to delivering exceptional experiences to the members and their guests. The loyal and passionate members expect quality products and services, and the staff are provided the tools and opportunities that are necessary to achieve these results.

Summary

The FOH Manager will support overseeing the F&B operations with annual gross sales of nearly \$2MM on a permanent year-round basis. We are looking for an experienced, passionate individual with a dedicated focus on continuous improvement and a drive to push our service standards to the next level. The goal of the Club is to create outstanding memories for the members and this position will be a critical leader in achieving that goal.

What you bring

- An amazing, infectious, can-do attitude with impeccable attention to detail and service standards
- Fluency in Office 365 (Word, Excel, Outlook) & knowledge in Jonas POS considered an asset
- Private Club and / or high-end Hospitality / Restaurant experience and Sommelier or Sommelier in-training considered an asset.

Responsibilities

- You will be part of the Clubs leadership team, interacting with the Banquets & Events Manager, Executive Chef, and other departments to schedule and coordinate personnel and services for casual dining areas - Member Dining, Lounge, Patio, The Turn (Halfway Café), and On-Course Offerings.
- Proven track record of teaching, mentoring, developing, and maintaining service standard recruitment and leadership team consisting of approximately 20+ staff.
- Managing and communicating room set-up needs for reservations and special events
- Holds pre-shift and events meetings with servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses.
- Ensures that all servers, bartenders, and busser staff are well-groomed and in proper uniform (including name tags etc.)
- Assists in the preparation of annual budget (sales and marketing plan) to increase the profitability of the operation, monitors performance against budgets, and recommends advertising and revenue-generating ideas
- Assures proper inventory of all server equipment and supplies to meet required needs.
- Acts as the head hospitality host at special, private functions and greet and seat guests as necessary.
- Hires, trains, and supervises service staff and supervision of all relevant outlets.
- Regularly inspects all front-of-the-house service areas and equipment to assure that sanitation, safety, energy management, preventive maintenance and all standards for the department are met.

What we offer

- Competitive annual salary that- commensurate with experience and a comprehensive and attractive benefits package
- Longevity, stability, resources, recognition, and excellent club management

We thank all applicants in advance and look forward to reviewing your resume and cover letter. Only candidates selected for interviews will be contacted. **Deadline to submit is Friday, February 5, 2025 at 11:59pm.**

Please email your resume and cover letter with subject heading 'FOH Manager'; First & Last Name' to;
office@sillerspringsgolfclub.com