



JOB DESCRIPTION

JOB TITLE:	Food & Beverage Supervisor
REPORTING TO:	Bar and Events Manager / Clubhouse Manager
EMPLOYER PROFILE:	Windlesham Golf Management Limited manages the Windlesham facilities on behalf of the club and its members. It is a limited company with a board of directors. It employs a team of golf specialists who aim to meet the requirements of its members, both on the golf course and in the Clubhouse.
JOB TYPE:	Full Time, 40 hours across a 7 day week, £24,000 package.
LOCATION:	Windlesham Golf Club, Bagshot, Surrey, GU19 5HY
PURPOSE:	<p>We are looking for an outgoing, enthusiastic, and self-motivated individual to assist in overseeing the operation of the bar area and functions, helping to deliver the best possible service for our members and guests.</p> <p>A successful candidate will be expected to give excellent levels of service to all customers with whom you are in contact with. To assist the Bar and Events Manager and in their absence, supervise bar assistants. You'll be expected to ensure a professional, consistent service is given in line with brand, menu and legal standards/specification.</p>
JOB CONTENT:	<p>Be hospitable, co-operative, and polite with any customers and fellow floor/kitchen team members at all times.</p> <p>Make sure that all customers are greeted and receive friendly, professional, and efficient service.</p> <p>To assist the Bar and Events Manager in implementing and upholding service standards and procedures.</p> <p>Deliver and ensure all functions are delivered with excellent customer service.</p> <p>Take and serve food/drinks orders and up-sell any additional products, making recommendations or share additional information upon request.</p> <p>Arrange table settings and maintain tables clean and tidy.</p> <p>Check products for quality and correct any problems that keep them from enjoying their meal/drink.</p> <p>Assist your colleagues, when and wherever possible, thereby promoting excellent teamwork.</p> <p>Follow all relevant health department rules/regulations and all customer service guidelines.</p>
DESIRED ATTRIBUTES:	<p>Proven work experience as a waiter, waitress or bar assistant.</p> <p>Display a level of leadership and confidence.</p> <p>Ability to develop constructive working and interpersonal relationships with colleagues and customers.</p> <p>Service orientation and excellent organisational skills.</p> <p>Hands on experience with cash register and any ordering information system.</p> <p>Active listening and effective communication competencies.</p>

Please Contact Lauren to apply for the position with your C.V. at:

events@windleshamgolf.com