



The City of Pelham is currently accepting applications for the full-time position of **Food and Beverage Manager** with Ballantrae Golf Club.

**Summary:** This position coordinates food service activities of the Fireside Grill and reports to the General Manager.

**Representative List of Essential Duties and Responsibilities:** The list is not intended to be all-inclusive nor exclusive but is intended to provide examples of typical duties performed:

- Maintains compliance with all hygiene requirements for food service.
- Assists with hiring and supervises staff.
- Responsible for cooking food, maintaining inventory, opening, and closing grill.
- Manages and schedules events that require food and beverage services. Establishes contracts and menus for events with customers using the clubhouse for golf tournaments, meetings, and evening events.
- Prepares menus, food for daily and evening functions.
- Plans and orders all food and beverage inventory. Estimates food and beverage costs and requisitions or purchases supplies.
- Reviews financial transactions. Prepares and monitors budget to ensure efficient operation, and to ensure expenditures stay within budget limitations.
- Establishes and maintains effective work relationships with others.
- Must be able to work weekdays, evenings, and weekends.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 21 years old or older.

**Education/Experience:** High school diploma or general education degree (GED) is required plus three years related experience and/or training. Experience in the food industry and supervising other employees is required.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software and Inventory software.

**Certificates and Licenses:** Serve Safe Certification required. Valid Alabama Driver's License required.



**Supervisory Responsibilities:** Directly supervises part-time and full-time employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moderate to extreme heat while operating the grill. May cook and serve beverages outside during special events in various weather conditions. The noise level in the work environment is usually loud.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

**Compensation:** Salary range for this position begins at \$44,453.00 - \$60,585.00. The City of Pelham also offers an excellent benefits package.

Applications are available on the City's website and can be downloaded. A completed application is required and emailed to [HR@pelhamalabama.gov](mailto:HR@pelhamalabama.gov) or mailed to City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124. **The final date to apply is March 24, 2023, at 5:00PM.**

*We do not discriminate based on race, sex (including pregnancy), color, age, national origin, disability or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.*