



## FOOD & BEVERAGE DUTY MANAGER

### **PRIMARY JOB PURPOSE**

To manage the daily operations of the Members' Bar, Restaurant, Patio, and Functions and to perform all duties required of a Duty Manager. To manage the day to day running of the Food & Beverage Department in conjunction with the Food & Beverage Managers which includes management by walkabout assessing performance and service requirements in all outlets and to always maintain the set standards of food and beverage service.

### **KEY RESPONSIBILITIES**

- Assumes the responsibility as Duty Manager for the Club whilst on duty. This includes being visible as much as possible – greeting members and guests, walking around, checking on staff performance; monitoring and dealing with any issue such as IT, security, health & safety, member, guest, and staff behaviour etc.
- Overall management of all F&B outlets such as Banqueting, Sandwedge and Pool Pavilion checking staff, set-up, service levels, equipment, food, and bar set up and presentation etc.
- Overall management of all Club's facilities when the Duty Manager being on duty which includes Gym, Squash centre, Pool area, Tennis courts and back of house areas.
- Deal with and report any issues related to member, guest, and staff behaviour, security, health & safety, IT, and emergencies, according to Club policy.
- To ensure that all cash up are performed at the end of shift, storeroom, venues, equipment, and products are secured; lights and other electrical appliances are switched off as per Club Policy; ensure FOH and BOH areas are left tidy, and that staff leave the property as required.
- Submit any reports as required.
- To address member and guest complaints whilst on duty and advises the Food & Beverage and Club Managers about appropriate corrective actions taken.
- To follow and carry out all objectives, duties, and tasks as per the job description.
- To stand in for the Food & Beverage Manager when required to do so.
- Attends to all meetings invited by the CCJ management.
- Ensures compliance with any deadline requirements.
- Communicates with CCJ management any observations whereby CCJ could encounter loss of financial values or respect.
- Ensures a high-level personal appearance in keeping with the standing of CCJ.
- Be able to work in any F&B area when requested by management.

- Always maintain excellent grooming standards.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Effective and efficient general management skills such as planning, organizing, leading and controlling are essential.
- Upholds current service levels as well as improving them.
- Exceptional interpersonal and communication skills (written and verbal).

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Minimum 2 years' experience in a similar role.
- 2 years' managerial experience (Advantageous)

## ***QUALIFICATION***

- Minimum Matric or equivalent
- Tertiary Qualification (Advantageous)

## ***PROPERTY***

- Woodmead

***APPLY NOW!***

## ***APPLICATION PROCESS:***

Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than **22<sup>nd</sup> May 2026**.