



University Golf Club F&B Support Staff

SUMMARY

The F&B Support position is responsible for accurately and efficiently servicing guests in the Westward Ho! and patio area. They are responsible for ensuring the highest level of guest service by adhering to all University Golf Club's policies and procedures. Responsibilities include seating guests, bussing tables, food running and completing other side duties as assigned. The F&B Support position will report directly to the F&B Management and Supervisors, with a commitment to teamwork and a focus on achieving the department's overall vision and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists restaurant team to ensure proper room preparation, execution, and clean up
- Focuses on tasks centered on daily operations including floor service, guest relations, teamwork, cleaning, clearing tables, seating guests, delivering food while adhering to Club policies and procedures
- Attends seasonal training and orientation
- Ensures all club and departmental policies are adhered to including uniforms, opening/closing procedures, codes of conduct, cleaning schedules, and operational systems
- Communicates effectively with other team members
- Applies knowledge learned from coaching/feedback
- Implements and supports all Club and departmental initiatives and programs as requested by management
- Ensures compliance with licensing, hygiene and health and safety legislation/guidelines
- Ensuring all inventory control policies are executed and adhered to
- Informs management of any customer enquiries and complaints and utilizes problem solving techniques to resolve issues
- Informs management of guest inquiries, concerns or comments and provides solutions; acquires feedback from guests, staff, and co-workers to ensure satisfaction and/or implements service improvement ideas.
- Maintains high visibility at the course by greeting and listening to customers' comments and needs
- Works with F&B Managers, Culinary Team and Events Department as required

WHAT WE OFFER

- Salary: \$17.85/HR
- A fun and friendly workplace culture
- Staff Meal and Golf Shop Discounts
- Golf Privileges
- On- Site Free Parking



APPLICATION PROCESS: Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to KCliff@universitygolf.com. While we thank all candidates for their interest, only select individuals will be contacted for follow-up. Deadline for applications: March 6th, 2026