



**Position – F&B Manager**  
**Facility – Upplands Golf Club**  
**Location – Victoria, BC**

*Close Date – January 28, 2026 – interviews will commence immediately*

*Start date - Projected for March 1 with flexibility on start date.*

**Upplands Golf Club** is seeking its next F&B leader of this year-round facility. They seek a dynamic F&B professional to join their leadership team. Reporting to the General Manager, the F&B Manager will play a pivotal role in ensuring the seamless day-to-day operation of the Club. Overseeing operations and provides leadership of Food & Beverage (Casual Dining, Fine Dining, Events and Banquets) with an objective of delivering quality services to the Membership and guests of the Club.

#### **More about Upplands**

Upplands Golf Club is a private golf club located in the heart of Victoria, British Columbia. The Club was founded over 100 years ago is only a few blocks to the ocean, across the street from the University of Victoria and only a 10-minute drive to downtown. It has been the annual host of the PGA Tour Americas for number of continuous years.

Upplands Golf Club is much more than golf: it's about the people! Ask anyone who plays the course and they will tell you about the friendly, welcoming atmosphere, and great relationships they have made through their Upplands' membership. The diverse membership shares a strong foundation of social values and commitment to the local community. While they lend their hand to a large number of charities, their biggest fund raiser in the community is the Annual Heart Tournaments.

#### **More about Victoria**

The city of Victoria BC is the most temperate climate in all of Canada. Approximately 400,000 people reside in the Greater Victoria Area which offers all of the luxuries of a large city without the congestion and traffic of a metropolitan city. It has many different neighbourhoods, each with their own charm and character. No matter where you are in town, you are less than a 10 minute drive to the ocean.

Upplands Golf Club is located in one of Canada's most sought-after neighbourhoods in the municipality of Oak Bay.

**Key Responsibilities:** Uplands Golf Club seeks a visible leader with a presence in addition to being a strong communicator who collaborates with the team around them.

### Member Engagement

- Act as the first point of contact for member comments and feedback.
- Ensure a positive and enjoyable experience for members and guests.
- Support cross-departmental collaboration aligned with the Club's service culture



### Financial Oversight

- Preparing departmental budgets and monitor expenditures.
- Prepares financial and statistical program reports concerning programs/events, costs, participant numbers, equipment and facility use in the areas of responsibility.

### Staff Management

- Supervise and support staff with training, guidance, and performance management.
- Conduct scheduling, monitor activities, and take disciplinary actions as necessary.



### Operational Leadership

- Event Management including meeting with clients, banquet event orders and floor plans. On site coordinator for all events
- Ensures compliance with all standards and conventions of municipal and provincial health & safety regulations.
- Contribute to the club's vision and strategy, ensuring collaboration across departments.
- Work collaboratively with Executive Chef
- Recruit, train, mentor, and retain a high-performing service team

### Facility Management

- Inspect Club's F&B facilities and services.
- Propose Capital improvements.

### Administrative Duties

- Prepare written and verbal reports on organizational activities.
- Resolve operational challenges.
- Manage invoices and other administrative tasks as required.
- Develop and monitor scheduling and labour to match member usage.
- Partner with Marketing and Communications on menu launches, & events

**Desired Qualifications:**

- Demonstrated leadership experience
- Experience in private clubs would be an asset
- Experience in budget preparation and expense management.
- Education in Hospitality Management
- Minimum 2 – 4 years within the Food & Beverage industry
- Minimum 1 year of experience in Banquet services or a similar role
- Possess confidence to interact with members & staff on all levels in a professional, positive, and friendly manner

**The ideal candidate will possess the following:**

- Valid Serving it Right Certificate
- Strong knowledge in Food, Wine, Beer and Spirits
- Highly proficient in Point of Sale and Microsoft Applications

**Working Conditions:**

- Flexible schedule required: Days, Evenings, Weekends, and Holidays
- Lifting up to 20lbs regularly, lifting up to 50lbs occasionally

**Compensation & Benefits:**

- Salary of \$80,000-85,000
- 4 Weeks Holidays
- Daily Staff Meals
- Golf Privileges
- Medical & Dental Benefits after 6 months of Employment
- Complimentary parking

Dedicated webpage with more information

[www.fgclubsolutions.ca/uplands](http://www.fgclubsolutions.ca/uplands)

For more information, reach out to lead recruitment specialists Scott Kolb at [scott@vbgolf.ca](mailto:scott@vbgolf.ca) or Carmen Derricott at [cderricott@yahoo.com](mailto:cderricott@yahoo.com)

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.