



Food & Beverage Manager

The Carleton Golf & Yacht Club is currently seeking a **Food & Beverage Manager**

Located along the banks of the Rideau River just minutes from downtown Ottawa, the Carleton Golf & Yacht Club is a member-owned 12-month private facility. CGYC is known for its outstanding course conditions, friendly atmosphere, and an unwavering commitment to providing an unforgettable member & guest experience. In recent years, Carleton hosted the Canadian Men's Mid-Amateur Championship, PGA of Canada Seniors' Championship and several regional Championships.

The Club's facilities include an 18-hole championship course, indoor and outdoor dining facility (with a riverfront view!), beverage cart services, on-course halfway house and an indoor golf simulator room.

We are seeking an experienced and engaging Food & Beverage Manager to lead our Food & Beverage service team and plan/execute F&B events. Reporting to the Director of Club Operations, the successful candidate will work closely with the Head Chef and serve as a key member of the leadership team delivering a memorable dining experience for our members and guests.

This is an exciting opportunity to join one of Ottawa's premier private clubs and play a key role in shaping the member experience both on and off the golf course.

Responsibilities

- ✓ Oversee all daily front-of-house operations, ensuring exceptional service standards and a high level of member and guest satisfaction.
- ✓ Plan, market, and execute all food and beverage events, including member functions, themed events, weddings, corporate outings, and private functions.
- ✓ Recruit, train, mentor, and supervise front-of-house staff while fostering a positive, professional, and team-oriented work environment.
- ✓ Manage daily opening and closing procedures, ensuring accuracy of transactions and compliance with Club policies.
- ✓ Collaborate closely with the culinary team to ensure seamless communication and service execution.
- ✓ Implement, maintain and enforce food safety and service standards in accordance with all applicable regulations.
- ✓ Address member and guest inquiries, concerns, and service opportunities in a timely and professional manner.
- ✓ Ensure cleanliness, organization, and presentation standards are maintained throughout all dining, bar, and event spaces.
- ✓ Oversee product ordering, inventory management, and cost-control initiatives.
- ✓ Assist in the preparation of budgets, forecasting, and departmental performance reporting.

Qualifications

- ✓ Previous leadership experience in a food and beverage management role within a private club, golf club, resort, or upscale hospitality environment.
- ✓ Strong leadership and team-building skills with the ability to motivate, coach, and develop employees.
- ✓ Solid understanding of food and beverage operations, including service standards, inventory management, and cost controls.
- ✓ Knowledge of industry trends and the ability to effectively manage revenues, expenses, and profit margins.
- ✓ Experience with budgeting and financial reporting.
- ✓ Exceptional interpersonal and customer service skills with a passion for hospitality.
- ✓ Ability to thrive in a fast-paced environment while maintaining a high level of professionalism and attention to detail.
- ✓ Diploma or degree in Hospitality Management, Food Service Management, or a related field is considered an asset.
- ✓ Proficiency with Microsoft Office; experience with Jonas POS is considered an asset.
- ✓ Flexibility to work various shifts, including evenings and weekends as required.
- ✓ Flexibility to work evenings, weekends, and holidays as required.

Compensation

- ✓ \$60,000 to \$70,000 annual salary based on experience
- ✓ Attractive performance bonus package (up to 10k) and opportunity for commissions

Benefits

- ✓ Employee Benefit Plan
- ✓ Staff Meal Program
- ✓ Employee Events

Starting Date

- June 29, 2026

Application Deadline

- June 12th, 2026

Contact

Cameron Gall
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Carleton Golf & Yacht Club
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** Thank you to all who apply. Only those applicants selected for interviews will be contacted **

We are an equal opportunity employer, and we are committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.