

# Food & Beverage Manager \ Events Coordinator

## Position Overview

The Cape Town Club is seeking a dynamic and experienced Food & Beverage Manager who will also serve as the Club's Events Coordinator. The successful candidate will be responsible for overseeing all F&B operations while conceptualising, planning, and executing Club events in alignment with the Club's heritage, standards, and member expectations.

This is a senior operational role requiring strong leadership, refined service standards, and proven event management capability within an established hospitality or private members' environment.

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## Key Responsibilities – F&B Management

- Lead and manage all Food & Beverage operations, ensuring exceptional service delivery at all times.
  - Oversee restaurant, bar, and function operations.
  - Drive profitability through cost control, stock management oversight, and operational efficiency.
  - Ensure compliance with health, safety, and licensing regulations.
  - Manage and develop the F&B team through training, supervision, and performance management.
  - Work closely with the F&B Administrator to maintain stock integrity and financial discipline.
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## Key Responsibilities – Events Coordination

- Plan and execute Club events, private functions, and member engagements.
- Coordinate menus, staffing, supplier logistics, décor, and event flow.

- Liaise directly with members and external clients to ensure bespoke, high-quality experiences.
  - Develop an annual events calendar aligned with the Club's strategic objectives.
  - Manage event budgets and post-event financial reporting.
  - Promote events in collaboration with management and marketing teams.
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## **Mandatory Requirements**

- Minimum 3–5 years' experience in a Food & Beverage Management role.
  - Proven experience in event coordination within a hospitality, hotel, or private members' club environment.
  - Strong financial acumen and cost-control experience.
  - Excellent leadership and communication skills.
  - Professional references are required.
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## **Personal Attributes**

- Natural leadership presence with refined service etiquette.
- Strong organisational and project management skills.
- Ability to manage high-profile events with discretion and professionalism.
- Commercial awareness balanced with a member-centric approach.
- Calm, decisive, and solutions-oriented under pressure.