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MEMORANDUM

TO: GOLF BOARD
FROM: JESS TREVINO, FOOD & BEVERAGE DIRECTOR
SUBJECT: MONTHLY DEPARTMENT REPORT – FOOD & BEVERAGE
TODAY'S DATE: APRIL 20TH, 2026

Since the last meeting...

Over the past month, I've been focusing on strengthening customer service with my team and dialing in par levels for our new menu. Our new energy drinks and menu are fully launched and have been well received by our guests. The new energy is made with natural energy and green tea extracts, and we now have wraps and salads for the menu for my health conscience guests. We will also be discontinuing brunch for the season to shift our focus toward club/golf events

Currently working on...

We are still working out the logistics of the beverage cart, but in the meantime our snack bar has opened and fully staffed moving forward. Training has been completed for pull tabs and the new menu roll out has been a success with minor bumps in the process. Overall, we are continuing to work on staffing levels for certain days and operate as a fully functional restaurant and snack bar. I am working toward hiring a few more staff members for our kitchen and for maintenance inside.

Before the next meeting...

I plan to have additional team members fully hired and trained. We'll also have a full month of operations behind us, allowing time to work through initial challenges and fine-tune processes. This will give me the opportunity to shift some of my focus toward the administrative and paperwork side of my role, ensuring everything is organized and running efficiently.

RESPECTFULLY SUBMITTED,
JESS TREVINO