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MEMORANDUM

TO: GOLF BOARD
FROM: MICHELLE MULVIHILL, FOOD & BEVERAGE DIRECTOR
SUBJECT: MONTHLY DEPARTMENT REPORT – FOOD & BEVERAGE
TODAY'S DATE: JANUARY 21ST, 2025

Since the last meeting...

I have been coming daily to familiarize myself with the workings of the golf office & restaurant. We rearranged 'Kurt's office' to make it more approachable and user friendly. It's a definite work in progress. I have also been doing lots of housecleaning and organizing (when Kurt was otherwise occupied from my 'training'). And I ran them out of labeling tape!

We hosted one large funeral where Joyce and Jill worked diligently to handmake pork & dumplings. They came back with rave reviews for the food and we even got great reviews for the staff and facility. We have also hosted two Chamber bingo events and are tweaking the process of serving a very large number of people in a very small window of time. It is almost a well-oiled machine. We have six more bingo events to improve our process.

Currently working on...

My biggest challenge remaining is to simply organize all the myriads of information from past events and previous managers so that I can come up with menus, recipes and presentations that will fit into our parameters. And, at the same time, sprucing things up a bit so that we appear clean, new and contemporary in our offerings and mindset. Jill and Joyce are huge assets to me right now and they have graciously offered to continue the duties they have recently taken over until the point when I can adopt them and take them off their hands.

Also, we just got delivery today of three cabinets in the bar area that will give us more storage and access to the items we use in the bar, without having to overwhelm the lower kitchen with that storage. And made we made some minor ergonomic and location changes to bar to help it flow better.

Before the next meeting...

I hope to have all the paper files gone through and get a better system of electronic information retrieval so we can just pull out what we did previously and say, “That was mostly good, but we learned this. And if we change this and adjust slightly for that...” My goal is to not have to reinvent the wheel each time but to work hard to get it right the first time.

RESPECTFULLY SUBMITTED,
MICHELLE MULVIHILL