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## MEMORANDUM

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**TO:** GOLF BOARD  
**FROM:** MICHELLE MULVIHILL, FOOD & BEVERAGE COORDINATOR  
**SUBJECT:** MONTHLY DEPARTMENT REPORT – FOOD & BEVERAGE  
**TODAY'S DATE:** MAY 20, 2025

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### **Since the last meeting...**

We've been working on organizing and mainstreaming the bar & kitchen areas for more efficient service and the possibility of potentially paying fewer staff to do the same job. We've also been focusing on specific and detailed training so that our staff can interact well with our customers, communicate effectively with their coworkers, be more prepared for the ebb and flow of our patrons, and learn how to effectively handle some of our unique situations.

We have booked a couple of graduation parties, hosted and supplied lunches for a couple of smaller tournaments and are gearing up toward a couple of large tournaments. Our staffing is starting to fall in place as more people are finishing school and available to help us out. Now we just need the weather to cooperate....

We had a training meeting just last Sunday where we went over some of the updates and newly implemented procedures. We also had a drink/shot pouring contest to see just how well we can estimate an appropriate alcohol to mixer ratio consistently and on the fly. Jess Trevino has been invaluable in coming up with suggestions to help us streamline the kitchen and bar for rush situations. Jess and Keegan Mulvihill have put in innumerable hours training new and old staff on the proper way to cook and serve. Jill Kes and Evan Baker are currently reorganizing the walk-in freezer so that we can have a place to easily access all of our menu items. I don't know how Jill keeps all the inventory straight! Joyce has been diligently on top of the liquor orders and keeping the stock current (and taking that off my plate!).

The staff is excited for some beautiful golfing weather and for more people to come out and patronize us and them!

Respectfully Submitted,

Michelle Mulvihill  
Food & Beverage Coordinator