



JOB DESCRIPTION

FOOD AND BEVERAGE DIRECTOR

This top-level management position will direct and lead our Food & Beverage team with full responsibility for our food and beverage operation (\$1.7M). A team player and proven leader with a passion for great food and personalized service, combined with excellent communication and management skills will have an opportunity to enjoy a challenging position with an exciting future.

DUTIES / RESPONSIBILITIES:

- Complete responsibility for all F&B products and services; including member dining, banquets and events, and all other ancillary outlets.
- Develop and maintain programs and policies to ensure consistent levels of service in all F&B outlets.
- Assure the effective hiring, training and scheduling of all F&B staff members.
- Work with the Executive Chef and culinary team on the development of all menu items, specialty and featured items.
- Develop and maintain purchasing and inventory processes to ensure effective cost control measures.
- Work supervision shifts as needed, including closing / lock-up of building on scheduled closing shifts.
- Guide management team and staff on all bar duties; including, drink menus and selections, control, inventory, ordering, stocking, cleaning, etc.
- Work with management team on F & B programs, projects, events, direction and vision.
- Work with the General Manager on the planning and development of operational budgets, always working to achieve budgeted and projected goals.
- Attend House Committee meetings and work with committee on all related issues.
- Maintain health code regulations and safety issues as needed.

REQUIREMENTS:

Formal education in Hospitality Management is preferred with a commitment to continuing education. Five or more years of management level experience, with preference for private clubs. Valid OLCC and Food Handler's permit. Must be proficient in computer software, including Microsoft Office products and Point of Sale software management. Proven ability to effectively build and foster a team environment. A commitment to a demanding yet flexible schedule, with varying demands based on seasonality and club's schedule. Reports directly to the General Manager.

COMPENSATION:

A full-time position with our complete employee benefit package, including medical, dental, and life insurance, vacation, holiday bonus, and optional 401k plan. Salary based on qualifications and experience.