

## Food and Beverage Director

**Related Titles:** Food and Beverage Manager; Food and Service Manager; Dining Services and Beverage Director (Manager); Food Manager; Maitre d' Hotel; Food and Beverage Services Director

**Reports to:** Clubhouse Manager

**Supervises:** Beverage Manager; Banquet Manager; Dining Room Manager; Outlet Manager; Food and Beverage Training Manager

**Classification:**

**Education and/or Experience**

- Four-year college or university degree in Hospitality Management or Culinary Arts.
- 5 years or more as a food and beverage manager with three of those years in a similar position in a fine dining situation.

**Job Knowledge, Core Competencies and Expectations**

- Food and beverage cost controls and operating procedures.
- Accounting.
- Menu design.
- Marketing and promotions.
- Wine, spirits and bar operations.
- Point-of-sales systems.
- Strong interpersonal and organizational skills.
- Polished, professional appearance and presentation.
- Manage stress and time.
- Build a team, train, and maintain employee teams.
- Effective communication through all department levels and throughout club.
- Knowledge of and ability to perform required role during emergency situations.

**Job Summary** (Essential Functions)

Responsible for club's dining services and all beverage production throughout the club. Directly supervises the Beverage Manager, Banquet Manager, Dining Room Manager and managers of all other outlets such as snack bars, half-way houses, etc. Assist in planning club calendar. Hires, trains and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

**Job Tasks/Duties**

- Responsible for proper charge procedures, guest check analysis, ticket controls and daily sales reports and analysis.
- Manages the department's long-range staffing needs.
- Assists in recruitment, training, supervision and termination of food and beverage staff.
- Helps plan and approves staffing and scheduling plans.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Monitors employee records to minimize overtime and keep labor costs within budget.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently followed.
- Assures that all applicable club policies and procedures are followed.
- Helps plan and approves external and internal marketing and sales promotion activities for the department's outlets and special club events.
- Approves menu items, pricing, and menu designs for all outlets, special events and banquet events.
- Establishes quantity and quality output standards for personnel in all positions within the department.

- Ensures all legal requirements are consistently followed, including wage/ hour and federal, state or local laws for food safety and the sale/consumption of alcoholic beverages.
- Ensures that all new employees receive the appropriate safety instructions and training; establishes and enforces all safety policies and procedures including OSHA regulations and ensures that appropriate proof of training is documented to the employees' personnel files.
- Researches new products and evaluates their cost and profit benefits.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality and price for all purchases.
- Greets guests and oversees actual service on a routine, random basis.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates and maintains all written standards and procedures for the department as needed.
- Addresses member and guest complaints and advises the Clubhouse Manager about appropriate corrective actions taken.
- Serves as an *ad hoc* member of appropriate club committees.
- Monitors appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Monitors employee dress codes according to policies and procedures.
- Approves all product invoices before submitting to the Accounting Department.
- Monitors or manages physical inventory verification and provides updated information to the Clubhouse Manager.
- Responsible for the proper accounting and reconciliation of the point-of-sale and member revenues.
- Maintains records of special events, house counts, food covers and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Approves all entertainment.
- Responsible for long-range planning for the department in concert with the Clubhouse
- Establishes and maintains professional business relations with vendors.
- Serves as manager-on-duty on a scheduled basis.
- Complete periodic china, glass, and silverware inventories.
- Implement and monitor sanitation and cleaning schedules.
- Completes other appropriate assignments from the Clubhouse Manager.

#### **Licenses and Special Requirements**

- Food safety certification.
- Alcoholic beverage certification.

#### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Please send Resume and Cover letter to:

Marc Green, Clubhouse Manager

Mgreen@coloradogolfclub.com