



Tippecanoe Lake Country Club

JOB TITLE: FOOD AND BEVERAGE DIRECTOR
DEPARTMENT: Food and Beverage
REPORTS TO: General Manager
JOB CLASS: Exempt
EEO CODE: 02
DATE: December, 2018

FACILITY DESCRIPTION

Course Type: Private
Number of Holes: 18 (5,937)
Designer: Harry Schopp (1926), Lohmann Golf Designs (Bunker Renovation – 2013)
Number of Members: 456 (Golf – 274 Members)
Rounds per Year: 10,000+
Amenities at Facility: Clubhouse, Golf Shop, Locker Rooms, Practice Facility (Long and New Short Range), Bag Storage, Club Repair, 50 Golf Car Fleet, Tennis Courts, Lake Tiki Bar and Pier Slips

JOB SUMMARY

Oversees and manages the food and beverage department for the Club in a profitable manner.

ESSENTIAL JOB FUNCTIONS

The essential functions include, but are not limited to the following:

1. Manages all the day-to-day aspects of the Front of House (FOH) operation including all Dining, Banquets, Events, Halfway House, and Tiki Bar to achieve an optimal member/guest experience.
2. Supervises Executive Chef and facilitate Back of House (BOH) operations as needed.
3. Manages the budget for the food and beverage department. Ensures all administrative, record keeping and reporting requirements set by the Club for food and beverage operations are timely and accurately met
4. Hires, trains, manages and develops food and beverage department staff including assistant managers, chefs, bartenders, beverage cart attendants, kitchen and wait staff. Manages and schedules staff to ensure proper coverage for daily operations and events.
5. Addresses member complaints and suggestions related to Dining Room operations, general service, employee attitude, maintenance, and cosmetic appearance of the Dining Room facility. Suggests appropriate corrective action as required.
6. Maintains food and bar inventory and responsible for proper ordering to meet member demands and budget expectations.
7. Markets and manages event planning for the Club, works with members to secure agreements and coordinates activities associated with non-golf events.



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8. Develops and implements standards and procedures associated with the food and beverage department to fully comply with health, alcohol, tobacco and fire regulations.
9. Ensures that food and beverage facilities and equipment are maintained and in proper repair.
10. Ensures that food and beverage employees are compliant with health code standards and following applicable liquor laws. Responsible for making sure all employees are properly trained and licensed as required for their position.
11. May be required to serve members and guests during Club functions in a manner that meets or exceeds the needs and service expectations of the members and guests.
12. May be required to direct the set-up and/or take down of course events and complete necessary reports for the event.
13. Implements all Club human resource and payroll guidelines and procedures. Gathers, processes and submits payroll information for the food and beverage department timely and accurately. Maintains employee files and records.
14. Demonstrates continuous effort to improve operations, decrease turnaround time, streamline work processes and work cooperatively and jointly to provide quality member service.
15. Demonstrates a commitment to the work and success of the Club by being service- and solution-oriented, having positive and professional interactions with all Club staff and members/guests, and meeting established quality, service and safety expectations.
16. Maintains the confidentiality of the Club, employee and member/guest information.
17. Attends and actively participates in regularly scheduled staff meetings.
18. Provides monthly and weekly reporting to General Manager on F&B operation along with overseeing the House Committee and attending required meetings.
19. Performs additional assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Working knowledge in Food and Beverage operations specifically in financial controls, staff management and facilities and equipment management.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
3. Ability to provide high level of member service with attention to detail. Able to plan and coordinate events that provide quality experiences to members/guests.
4. Understanding of safe food handling procedures and process as well as responsible alcohol service. Able to direct and maintain a safe and secure environment and operation
5. Demonstrates a sense of ownership in the work and a commitment to the success of the Club.
6. Proficient with MS Word, Excel, Outlook and POS systems.
7. Excellent written and verbal communication skills.



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EDUCATION AND EXPERIENCE

1. High School Diploma or GED required. College degree preferred.
2. 1 – 3 years' previous management experience in food and beverage operations or related experience.

PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	75-100%
Standing and walking	50-75%
Lift 0 – 25 Pounds	50-75%
Climbing, stooping, squatting and kneeling	0-24%
Dexterity: utilizing phone, typing, and writing	0-50%
Lift in excess of 25 pounds	0-24%

COMPENSATION

Annual Salary:	\$50,000 to \$60,000 (DOE) - (January 1-December 31st)
Benefits:	IRA Matching, Phone Reimbursement, Annual Bonus
Commissions:	Event Sales (1% Existing, 2% New Events)
Bonus:	Annual Performance Bonus – Up to 5% of Annual Salary (Potential of \$3,000) 2019 Bonus Structure – 2% (Dept.), 2% (EBITDA), 1% Discretionary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Send your resume and cover letter to Matt Funkhouser, General Manager, at matt@tipplakecc.com