**Food & Beverage Director – Hyde Park Golf & Country Club**

**Reports to:** General Manager/COO.

**Directly Supervises:** Executive Chef, Clubhouse Manager, F&B Manager, Bar Manager.

**Indirectly Supervises:** Chef de Cuisine, F&B Manager-In-Training, Catering Director, Special Events Assistant, Banquet Captain, Pavilion Supervisor(s).

**Core Expectations:** The Food and Beverage Director (F&B Director) assumes all responsibilities of the Clubhouse and Pavilion operations and functions as well as the key operating manager in the absence of the GM. The F&B Director is responsible for the overall operations of the Clubhouse Facility including all Food/Beverage, Catering/Events and seasonal Pavilion service areas. The F&B Director reports directly to the General Manager and works in conjunction with other department heads to ensure a seamless operation for members to enjoy. **The main priority of the F&B Director is to lead, coach, and drive all food and beverage outlets to strive for a constant pursuit of excellent service.**

**Key Qualifications and Experience Requirements:**

* Four-year college or university degree in Hospitality Management or Culinary Arts preferred, eligible work experience applicable in lieu of a degree.
* Five or more years progressive experience in food and beverage management with three of those years in a similar position in a fine dining and/or country club setting.
* Working knowledge of country club and/or restaurant POS systems; preference for ClubEssentials experience.
* Must be outgoing, friendly, and passionate about providing exceptional service.
* Possess strong leadership and management skills.
* Display excellent oral and written communication skills.
* Ability to recruit, train, and evaluate staff in partnership with Human Resources.
* Must make difficult personnel decisions in a timely manner.
* Ability to maintain courteous and helpful attitude under pressure.
* Maintain an operating budget and take corrective actions as necessary to assure budget goals are achieved.

**Essential Functions and Responsibilities:**

* The primary focus of the F&B Director is to ensure all members and guests enjoy outstanding food, beverage, and catering operations and services in the Clubhouse and Pavilion areas.
* Observe, evaluate & lead all areas of responsibility and direct the management team to create a continuous and evolving plan of improvement for membership satisfaction.
* Lead & assist department managers with ongoing training for all service staff on proper service techniques and monitors performance to ensure a consistent high level of member service.
* Efficiently selling, contracting, planning, and overseeing events of all sizes while maintaining proper costs through development of P&L statements to ensure the financial stability of the club.
* Creates a seamless workflow between front-of-house back-of-house departments.
* Conducts regular staff meetings, pre/post event meetings to ensure a quality outcome for all event, monitors staff daily for adherence to dress code and service technique.
* Ensures physical inventories are conducted in the proper method each month and invoices are properly submitted to the business office in a timely manner.
* Work in conjunction with the Communications Manager to develop any marketing needs and communicate to the membership via mailings, email and website.
* Maintains positive vendor relationships and seeks new outlets for improved products and services.
* Consults & directly partners with Human Resources on clubhouse staff compensation, performance evaluations and disciplinary actions/personnel matters and informing HR of changes before they occur.
* Assists the Controller & Staff Accountant with budget preparation and adheres to budget guidelines for clubhouse operations including costing of events, personnel costs, and projections for the operation of clubhouse & pavilion services.
* Acts as a role model and mentor for all staff and management.
* Opening/Closing clubhouse duties as scheduled. Undertakes special projects from the General Manager as required.

**Physical/Verbal Requirements:**

* Capable of working extended hours, to include weekends and holidays as necessary.
* Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed. Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 50 lbs. This can occur throughout the day.
* Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities. Bilingual in Spanish is a plus.
* Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.

**Benefits:**

* Medical, dental, & vision insurance; Paid time off, flex & floating holidays; Short/long-term disability and life insurance, company cover 100% of costs (waiting period will apply).
* 401K with company match(waiting period of 1 year will apply).
* Supportive work environment; Club-sponsored CMAA and other trainings/memberships (amount will vary based upon role & professional requirements).
* Manager meal daily. Stable tenure & long-term opportunity.

**For consideration, please contact Erin Hahn (HR Director) at** **ehahn@hydeparkcc.com** **with an update resume/CV.**