



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
DIRECTOR OF FOOD AND BEVERAGE
Alamance Country Club
Burlington, NC

Alamance Country Club is seeking an experienced Director of Food and Beverage. The successful candidate will be a talented and experienced hospitality professional that will be able to lead and guide the food and beverage team, assist the Club's General Manager to develop and implement long-range plans for the food & beverage program and work alongside the culinary team to continuously strive to increase member and guest satisfaction. Credentials with the Wine & Spirits Education Trust or Court of Master Sommeliers are highly desirable qualifications for this position. The successful candidate will possess a commitment to excellence and serve as a true mentor and leader for the entire food and beverage team at Alamance Country Club. The ideal candidate will have a desire to learn and work towards their CCM designation if not already achieved. With this role, there is an opportunity for mentorship and growth for aspiring General Managers.

POSITION RESPONSIBILITIES:

ESSENTIAL FUNCTIONS:

- Approves plans, budgets, staffing, and general operating procedures for the Food & Beverage Department
- Conducts interviews, hires, trains, and maintains scheduling for employees
- Monitors the budget and directs the taking of corrective action as necessary to assure that budget goals are attained
- Works closely with Culinary Team to create dynamic events and menus
- Directs the Club beverage program
- Functions as a positive and productive liaison between all Club departments
- Monitors internal cost control procedures as they relate to budget, F&B inventory, menu, and event pricing
- Creates and coordinates fun training programs that positively reward staff for achieving milestones
- Assists the General Manager/COO in developing/implementing long-range and annual plans, operating reports, forecasts, and budgets
- Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments
- Maintains constant contact with members and helps assure maximum membership satisfaction
- Receives, investigates, and acts upon suggestions related to service from Club members, guests, and employees
- Participates in ongoing facility inspections throughout the Club to assure that cleanliness, safety and other standards are consistently attained
- Serves as a professional staff member on appropriate Club committees

CANDIDATE QUALIFICATIONS:

- Credentials with the Wine & Spirits Education Trust or Court of Master Sommeliers are highly desirable
- This is a hands-on leadership position that will require long periods of standing and walking both indoors and outdoors
- The ability to lift 20 lbs. regularly and 50 lbs. occasionally. This position does require availability on nights, weekends, and some holidays



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EDUCATION AND EXPERIENCE:

- Bachelor's degree in hospitality is preferred, equivalent education and experience will be considered
- Minimum of 3-5 years of management experience in private clubs or high-end hotels or resorts with a verifiable track record of success

SALARY RANGE/COMPENSATION:

- Base salary between \$65,000 - \$70,000 dependent upon relevant experience, plus an additional performance bonus
- Upon eligibility (90 days), the Club offers a comprehensive benefits package (Club pays 60% of the employee monthly premium) including health, dental, life insurance, and short-term disability insurance; AFLAC supplemental insurance is available
- Paid time off (PTO): 1 week after 6 months of employment; 2 weeks after 1 year of employment; 3 weeks after 3 years of employment. There are 7 total paid holidays, annually; working on a holiday earns 1 comp day of PTO
- 401(K) plan is available after 1 year of employment. Automatic 3% safe harbor contribution; Club matches an additional \$0.25 up to 6%
- CMAA National and Chapter dues with education allowance

DIRECT REPORTS:

Executive Chef, Private Events Coordinator, Dining Room Manager, Banquet Manager

REPORTS TO:

General Manager

CLUB INFORMATION:

Alamance Country Club is a multigenerational club that has an 18-hole Don Ross course, 6 tennis courts, 4 pickleball courts, Fitness Center, pool (open Memorial Day through Labor Day), clubhouse, and active youth programming. The Club is open year-round with most facilities being closed on Mondays. Our membership has an average age of 58 with over 500 member families. ACC is currently in the planning phase of a pool facility enhancement and the creation of a casual dining outlet to further enhance our Food and Beverage offerings. The 1946 Grill serves as a polished casual dining venue and in addition, we have our Saddle Club Lounge and two ballrooms that support our banquet events. The Club revenue is about \$5m with Food and Beverage revenue being roughly \$1.5m (50/50 a la carte/banquet).

The clubhouse hosts three-member dining outlets including the 1946 Grille, a polished casual dining room with seating for up to 90. The Wedgewood Room is a private dining room with up to 24 seats and the Saddle Club Lounge, has up to 28 seats. Banquet spaces include two ballrooms with combined seating for up to 300. There is also a Golf Snack Bar and a Pool Grille which operates seasonally.

Alamance Country Club operates year-round with relatively stable a la carte numbers throughout. Fall and Spring are the busiest times of the year and peak banquet seasons run from April to June and October to December.

A la carte dining is open for lunch, Tuesday through Friday, from 11:00 am - 2:00 pm, and for dinner, Tuesday through Sunday, from 5:30pm - 9:00pm.

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