

**Date Posted**

9/28/22

Job Title

Food & Beverage Director

Job Summary

The Food and Beverage Director leads all aspects of the Club's food and beverage operations, with duties to include menu planning and design, establishing and ensuring preparation and presentation standards for all menu items, delivering a culture of remarkable service and guest satisfaction, and demonstrating an unwavering commitment to quality and safety standards. This highly visible position requires a hands-on leadership style and demands a high degree of creativity coupled with a proven track record of delivering financial results through budgeting, planning, and appropriate cost control measures. The ideal candidate will possess exceptional organizational and communication skills and will demonstrate a passion for food, wine, and the member experience. They will be expected to foster a culture of learning within an established team environment.

Reports to: General Manager

Supports: Catering Director & Executive Chef

Job Tasks (Duties):

- Develops an operating budget for each of the department's revenue outlets; monitors and takes corrective action as necessary to help assure that budgeted sales and cost goals are attained
- Develops a capital budget for all necessary food and beverage equipment and recommends facility renovation needs
- Assists in recruitment, training, supervision and termination of F&B staff
- Monitors employee records to minimize overtime and keep labor costs within budget
- Assures that all applicable club policies and procedures are followed
- 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 employee's personnel file
- Greets guests and oversees actual service. Is present on the floor during service hours.
- Helps develop wine lists and wine sales promotion programs
- Addresses member and guest complaints and advises the General Manager about appropriate corrective action taken
- Monitors employee dress codes according to policies and procedures
- Approves all product invoices before submitting to the Accounting Department
- Maintains records of special events, house counts, food covers and daily business volumes

- Audits and approves weekly payroll
- Recommends operating hours for all food and beverage outlets
- Complete periodic china, glass, and silverware inventories
- Completes other appropriate assignments from the General Manager

Candidate Qualifications:

- A verifiable record of leading an active F&B operation with private club experience preferred
- Ability to sustain a culture of quality service
- Knowledgeable in best practices in top performing and high member satisfaction operations
- Verifiable ability to attract, hire, develop, and lead a high performing team of professionals while setting and maintaining standards of performance appropriate to perpetuating the mission and values of Inverness Club
- Exceptionally strong communication skills with members and staff, creating an open exchange environment to move the food and beverage operations forward in a consistently positive, passionate manner
- Four-year undergraduate degree preferred
- Minimum two years of previous management experience in club food and beverage operations or related experience
- Reputation for quality and attention to detail
- Ability and willingness to work long hours and weekends as demanded by business cycles
- Previous experience in a private club or resort-oriented operation is preferred
- Knowledge of, and experience using Microsoft Office and/or exposure to private club management software and other related software is preferred
- 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
- Food safety certification preferred
- Alcoholic beverage certification preferred

Please send resumes to: Matthew Spangenberg, General Manager.
mspanenberg@invernessclub.com