

## **Food & Beverage Director – The Toledo Club, Toledo, Ohio**

Rich in tradition and heritage, The Toledo Club stands as one of the most outstanding city clubs in the nation.

Since 1889, this private downtown Club has hosted business meetings, fantastic dinners and many festive parties in one of the most notable and beautiful works of architecture in the city.

From its full-service athletic facilities to its first-class business and social accommodations, an exquisite fine dining experience to an intimate venue for casual drinks, The Toledo Club is a city club synonymous with excellence.

In the heart of the city's downtown, the Club is within walking distance of the downtown business corridor and offers easy access to major attractions and venues including the Toledo Museum of Art, Toledo Mud Hens Baseball, the Glass City Convention Center and the Huntington Center.

The Food and Beverage Director is an integral part of the Management team and works closely with the Executive Chef, Banquet Director, Service Manager and General Manager.

### **General Purpose:**

Directs and oversees all food and beverage facets including personnel, menu mix, ordering, vendor preference, food production, inventory and catering functions. Ultimate responsibility in the department for guest satisfaction and financial performance.

### **Essential Duties:**

- Clearly describes, assigns and delegates responsibility and authority for the operation of the various food and beverage sub-departments (i.e. catering, restaurants, banquets, kitchens, and stewards).
- Prepares and monitors annual budget, revenue goals and the expenses for the Food and Beverage department as well as generating various (weekly, monthly etc.) business volume forecasts and planning accordingly.
- Reviews and analyzes various financial results/reports to monitor overall Food and Beverage performance and take corrective actions that may be needed.
- Monitors market conditions that impact menu offerings, business volume, and profitability.
- Executes inventory control and calculation for monthly analysis and reconciliation. Identifies opportunities to control food costs and other expenses.
- Participates with the Chef in creation of menus to entice a variety of appetites including both restaurant and banquets while incorporating a menu pricing structure that will support the financial goals.
- Directs ordering amounts, timing of orders, receiving, invoice settlement and accuracy, storage temperatures in all areas.
- Continually researches vendor opportunities, pricing, service and evaluates vendor relationships to benefit of the facility.

- Approves catering policies and pricing; may carry out planning, production and closure of events.
- Implements policies and procedures for the food and beverage department including compliance of company standards relating to quality of products and services.
- Responsible for interviewing, hiring, training, planning, assigning and directing work, evaluating performance, rewarding, and disciplining associates, addressing complaints and resolving problems.

### **Education/ Experience/Qualifications**

- Bachelor's Degree (BA) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Knowledge and experience in computer software, including Microsoft Office, various Private Club Software Applications.
- Management experience in upscale restaurants, hotels, resorts, or exclusive private clubs.

### **Candidate Overview**

- Must be able to represent the Club in a professional manner including appearance, communication, and attitude.
- Must be extremely detail oriented.
- Possess strength in multi-tasking.
- Be extremely focused on providing exceptional customer service to members and guests.
- Ability to manage last minute changes with flexibility.
- Candidate must be willing to work holidays and weekends.
- Willingness to work hours as needed for events.
- Excellent communication skills both verbally and in writing; accuracy in grammar and spelling.
- Positive attitude and pleasant disposition.
- Must present poise, sophistication and a sense of humor.
- The candidate must possess high service standards.
- Must be able to handle a face-paced, constantly changing, high-end environment.
- Is a team player and treats others with respect.

### **Operational Overview**

The Club is open 6 days per week.

### **Reports to:**

General Manager

Salary and Benefits: Compensation and Benefits package commensurate with ability, experience and performance, medical and dental, professional development,

Salary Range: \$70,000 -\$80,000.

Interested Candidates should submit their Cover letter and Resume to:

Mr. John P. Danehy, CCM  
General Manager  
The Toledo Club  
235 14<sup>th</sup> Street  
Toledo, Ohio 43604  
[jdanehy@toledoclub.org](mailto:jdanehy@toledoclub.org)