



Job Title: Director of Food & Beverage

FLSA Status: Exempt

Department: Lakeside Clubhouse

Reports to: Lakeside Clubhouse Director

Salary Range: \$140,000 - \$160,000

Position Summary:

The **Food & Beverage Director** is responsible for managing the day-to-day operations of the food & beverage at the Lakeside Clubhouse while interacting with members and guests to ensure all expectations and club standards are consistently exceeded. The F&B Director works closely with the Executive Chef, Clubhouse Director, and Catering team to provide our members' exceptional dining and banquet experiences.

Essential Functions and Responsibilities:

- Oversees the day-to-day operations and staff, implement policies and procedures for FOH.
- Work closely with the Executive Chef to ensure menus for daily dining as well as special member events and banquets meet or exceed Member and guest expectations.
- Plan, implement and manage staff recruiting, training, and retention program(s).
- Greet members and guests and oversee service on a routine basis.
- Responsible for enhancing dining services to increase the overall member experience.
- Assist Clubhouse Director with budget preparation and adherence to budgetary guidelines in managing and operating the food and beverage outlets.
- Addresses members' and guests' complaints and concerns about Food and Beverage operations and services, keeps Clubhouse Director apprised of these situations, and takes immediate corrective action.
- Collaborates and works closely with the Purchasing Department on the beverage program at the Lakeside clubhouse in coordination with the beverage program at the City Club.
- Maintains appearance, upkeep, and cleanliness of all Food and Beverage facilities.
- Works with the Executive Chef and Catering Manager to develop new and innovative ways to stimulate member activities and participation in club events.
- Attends weekly management and departmental meetings.
- Work closely with the Director of Catering to ensure the food and beverage operations are offered at the highest standards of service and quality.
- Develops ongoing professional development and training programs for service and bar production/service personnel.
- Assists in planning and implementing procedures for special club events and banquet functions, including upcoming championship golf tournaments.
- Maintain a good working relationship with the Local 2 union employees while adhering to the CBA contract.
- Enforce the Olympic Club established policies and procedures.

Success Factors/Job Competencies:

Core Four:

1. Collaborate with the clubhouse team on delivering the highest level of member experience to boost member usage of A la Carte dining facilities.
2. Lead the team by the example of high service, work ethic, and dedication to the member experience.
3. Monitor and maintain monthly departmental expenditures to meet annual budget.
4. Strategically spearhead initiatives to train and develop management staff to increase retention and service standards verified by periodic club surveys.

Qualifications:

- Minimum 5 years experience as an exempt Food & Beverage Manager/Director in a private country club environment.
- Bachelor's Degree or foreign equivalency in Hospitality Management or related field preferred.
- Strong interest in mentoring and developing upcoming managers within the operation.
- Membership of CMAA preferred.
- Extensive knowledge of food and wine.
- Proven success in creating and ensuring a la carte and banquet service standards are met.
- Successful multi-tasking and organization skills.
- Meticulous attention to detail.
- Excellent oral and written English communication skills.

The Association of Club Catering & Event Professionals (ACCP) is conducting this search. Please send qualified cover letter and resume to:

Lynne LaFond DeLuca, ACCP

Lynne@TheACCP.com