



DIRECTOR OF FOOD & BEVERAGE

POSITION DESCRIPTION

Job Summary:

The Director of Food & Beverage is in charge of all of the Club's food service operations. The person in this position connects with members at events and during food service to ensure that the needs of members and guests are consistently exceeded. They are responsible for planning and implementing the annual budget as well as tracking and adjusting to keep costs and sales in alignment with the current budget. This position is also responsible for the planning and execution of the D2M program in addition to all wine events. The Director of Food & Beverage hires, trains, reviews, and supervises all food and beverage team members (unless delegated to a direct report), has a thorough understanding of all positions within the department, and works with their team to ensure member and guest satisfaction. This position is required to attend all House Committee Meetings, Leadership Team Meetings, Leadership Retreats, All-Hands Meetings and any other meetings as designated by the General Manager/COO.

Supervises:

- Dining Services Manager
- Catering & Events Manager
- Executive Chef
- Entire Food & Beverage Team

Directly Reports To:

- General Manager/COO

Education, Experience, and Requirements:

- Bachelor's degree from four-year college or university; preferred with a focus in business or hospitality management.
- Minimum of five years of hotel or restaurant experience on a management related capacity with progressive growth and responsibility.
- Five years of private club management experience preferred.
- Must be available weekends, evenings, and holidays as Club needs dictate.

Job Knowledge, Core Competencies, and Expectations:

- Exemplary deliverer of motivation, diplomacy, balance, and tact while earning the respect of the team members as well as the Sand Point Community at large.
- Conducts themselves in a commendable, responsible, and professional manner at all times and encourages other team members to do the same to reflect the intended image of the Club throughout the Community.
- Demonstrate effective interpersonal relations skills, strong and proactive communications, and efficient delivery and gathering of information and logical delegation through numerous mediums such as orally, in writing, and electronically to the entire Club Team.
- Display careful judgement and be comfortable communicating with cross-functioning teams and multi-disciplinary projects with the ability to make complex decisions in a dynamic environment in support of the Club's Mission, Vision, and Values.
- Think, operate, exemplify, and deliver logically, creatively, strategically, and innovatively while meeting objectives and goals both near-term and long-term while displaying executive aptitude in fiscal, administrative, and operational matters and problem solving.
- Encourage elevated standards for all facilities, services, and of the entire Club Team to meet expectations or satisfaction and exceeding where possible.
- Assure that federal, state, and local laws in addition to Club policies and procedures are up to date and in compliance with the necessary and respective agencies.
- Exhibits excellent time management skills allowing them to oversee production and work on administrative tasks daily.

Job Duties include, but are not limited to:

Operations:

- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
- Approves the menu items proposed by the Executive Chef or Sous Chef for all outlets, special events and banquet events.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and local laws pertaining to alcoholic beverages; assures that all applicable club policies and procedures are followed.
- Researches new products and develops an analysis of the cost and profit benefits.
- Reviews new techniques for food preparation and presentation in a manner and variety that

maximizes member and guest satisfaction and minimizes food costs.

- Consults daily with the Executive Chef, Catering & Events Manager, Dining Services Manager, and other applicable Leadership Team Members to help assure the highest level of member satisfaction at minimum cost.
- Greets guests and oversees actual service on a routine, random basis.
- Helps develop wine lists and bottle or glass wine sales promotion programs.
- Ensures correct handling procedures to minimize china and glassware breakage and food waste.
- Addresses member and guest complaints and advises the General Manager/COO about appropriate corrective actions taken.
- Develops interesting ways of promoting Club functions in the dining room, lounge and other outlets.
- Serves as an *ad hoc* member of appropriate Club Committees.
- Assists in planning and implementing procedures for special club events and banquet functions.
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Monitors team dress codes according to policies and procedures.
- Recommends to the General Manager/COO operating hours for all food and beverage outlets.
- Works with Executive Chef and Sous Chef to establish menu prices for *à la carte* dining and food and beverage outlets and with the Executive Chef and Catering & Events Manager for banquet pricing.
- Establishes and maintains professional business relations with vendors.
- Approves design of all food and beverage and banquet menus (hard copy).
- Approves all product invoices before submitting to the accounting department.
- Manages and executes physical inventory verification and provides updated information to the accounting department.
- Responsible for the proper accounting and reconciliation of the point of sale systems and member revenues.
- Maintains records of special events, house counts, food covers and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Audits and approves semi-monthly payroll.
- Approves all entertainment.
- Supervises the remodeling, refurbishment and other building design enhancements applicable to food and beverage service.
- Serves as manager on duty on a scheduled basis.

Administration:

- Develops an operating budget for the outlets; monitors and takes corrective action as necessary to help assure that budget goals are attained.
- Assures that effective orientation and training for new team members and professional development activities for experienced team members are planned and implemented.

- Helps plan and approves the organizational chart, staffing and scheduling procedures and job description and specifications.
- Manages the long-range staffing needs of the department.
- Maintains food and beverage personnel records and documentation as needed, including but not limited to all food handler permits and alcohol permits.
- Develops and implements policies and procedures for food and beverage department.
- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.
- Develops on-going professional development and training programs for food production, service and bar production and service personnel.
- Develops a capital budget for all necessary food and beverage equipment and recommends facility renovation needs.
- Ensure timely correspondence with all catering requests including inquiry, follow-up, contracts, billings and thank you letters.
- Complete periodic china, glass and silverware inventories.
- Implement and monitor sanitation and cleaning schedules.
- Responsible for long-range planning for the department in concert with the Club's planning process.
- Completes other appropriate assignments from the General Manager/COO.

Licenses and Special Requirements

- Class 12 Liquor License
- Food Handler's Permit

Physical Demands and Work Environment

- Must be able to sit and stand for extended periods of time.
- Must be able to stoop, kneel and crouch.
- Push, pull, or lift a minimum of 50 pounds.
- Continuous repetitive motions and physical actions.
- This position requires use of close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to communicate verbally, orally, and electronically.
- Able to work in a moderate noise level work environment.

This Position Description is not an employment contract. Employment at the Sand Point Country Club is at-will and the employer reserves the right to alter the position description at any time without consent.

I understand the position description listed above.

Name

Signature

Date.....