

## Description & Requirements

### Description

Do you love food and beverage? Come to work and enjoy the view! **Sand Point Country Club seeks an Assistant Director of Food and Beverage who is a proactive motivator and thoughtful communicator to LEAD our Front of House Team!**

### Competitive Compensation Package includes:

- Pay starts at \$75,000 per year.
- Club pays 80% of your medical, dental, and vision insurance after 30 days
- Club pays 100% of your life and long-term disability insurance after 30 days
- Access to Club facilities\*\*\*
- Matching 401k after 6 months

### Required Experience:

- Minimum of three years of private club experience in a management related capacity with progressive growth and responsibility.
- Current Food Handler and Class 12 Permit.

The ideal candidates would embody the following **job knowledge and core competencies**:

- 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.
- Encourage elevated standards for all Front of House services 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.

### **Sand Point's Vision and Values:**

- **Vision:** Sand Point Country Club provides a welcoming atmosphere driven by inclusive membership, dedicated employees, well-maintained facilities and innovative member experiences where enduring friendships are made and families flourish.
- **Values:** Integrity, Respect, Dedication, Sustainable, Environmental Stewards, Innovative, and Community

\*\*\*Founded in 1927, Sand Point Country Club is the only private golf club in Seattle with all of the amenities of a country club. *Team members have access to the Club's numerous facilities including:*

- Challenging 18-hole course re-designed by world renowned architect David McLay Kidd
- Covered, heated driving range
- Four outdoor and lighted tennis courts
- 24/7 Fitness Center

## Requirements

### **SUMMARY**

Assists the Director of Food & Beverage in overseeing the daily operations and employees of the dining and banquet areas. Opens/closes the Main Dining Room, Bar, and all special events or functions. Performs administrative duties related to human resources, event planning, inventory, and works the floor during dining and events. The Assistant Director of Food & Beverage assists with member dining, special events, and promotions planning and execution. The person in this position also acts as the Director of Food & Beverage if that position is vacant or off site.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Includes but is not limited to:

Complete member satisfaction is job #1! The Assistant Director of Food & Beverage does whatever is necessary within Club policy to ensure member and guest satisfaction. The Assistant Director of Food & Beverage must always anticipate, and be ready to respond to, member and guest needs and acts at the Director of Food & Beverage when the person in that position is off site or the position is vacant.

Performs opening/closing duties including greeting team members, turning on/off required equipment and checking dining room and grounds to insure cleanliness.

Assists the Director of Food & Beverage in the supervision of all dining room operations and ensures there is a smooth flow of guests from initial greeting until departure.

Assists Director of Food & Beverage in the supervision of cash handling, safety, security and sanitation.

At closing, supervises reconciliation of cash, cleaning, all re-sets and other duties from the closing checklist. Secures the building upon leaving.

Actively involved with training for team members.

The Assistant Director of Food & Beverage writes and updates performance reviews and coaching. They continually evaluate team scheduling levels to ensure that the Club is not overschedule or under schedule. It is essential also that the Assistant Director of Food & Beverage constantly strives to improve both the performance of the Food and Beverage team as well as themselves.

Interacts with members and guests, provides a smile and friendly greeting for them and uses their names whenever possible.

Knows menu and features and can describe every item on the menu and respond to inquiries.

Understands and follows safety and sanitation practices as mandated by the Seattle and King County Health Department. Understands and follows regulations of the Washington State Liquor Control Board. Maintains current food handlers and liquor service permits.

Knows and can perform all functions of servers and server assistants. The Assistant Director of Food & Beverage has knowledge of and is expected to perform the duties as listed on the SPCC server and server assistant job descriptions.

Thanks guests when they are leaving, invites them to return and asks about their experience. Must be able to handle guest complaints gracefully and effectively at times of high pressure.

Actively evaluates standards for food and service. Communicates opportunities of areas for improvement to the Director of Food & Beverage. Oversees all set ups and resets of functions.

Is knowledgeable in all aspects of their assigned functions even before the day of the event. Asks questions when they arise, evaluates team members levels and makes team member recommendations to Director of Food & Beverage.

Carries out all assignments of Director of Food & Beverage and management of SPCC.

Ensures the highest quality for hot and cold foods and beverages being served.

Informs management of needs for purchase or maintenance.

Is knowledgeable and proficient in teaching and using POS system.

Always exhibit a positive attitude through work habits, attitude and disposition. Always treats co-workers, members and their guests with courtesy and respect.

Practices good appearance and personal grooming including a clean and pressed uniform.

Learns and uses member names. Learns likes and dislikes of members to provide more personalized service and takes responsibility for member satisfaction.

Adheres to all rules and regulations for food and beverage service as mandated by the Seattle and King County Public Health Department and the Washington State Liquor Control Board. This includes maintaining current Food Handlers Card and Class 12 or 13 Alcohol Service Permit.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

Performs similar, job related duties and special projects as assigned.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); Two years' experience in leadership

Please Submit Cover Letters and Resumes to Rob Radovich at Hr@sandpointcc.com