

Candidate Profile

Director of Food and Beverage
Sahalee Country Club
Sammamish, Washington
www.sahalee.com



Organization Overview

Sahalee Country Club was first envisioned in 1965 when two separate groups of golf club members decided concurrently that the greater Seattle area needed another championship golf course. The development of a superlative golf course depends upon the acquisition of property ideally suited for its layout. The Founders' search ended in early 1967 when the land was to become Sahalee Country Club was found on the Sammamish plateau east of Redmond, Washington.

Following the land acquisition, several pivotal decisions were made that began to establish the character of Sahalee Country Club that exists today. First, nationally recognized golf course architect Ted Robinson was selected as the course designer. His creation would have to be capable of sponsoring any of the USGA or PGA national events, for the goal was to develop a course of truly national caliber. The next step was the selection of a name that would convey the unique character of the project. The same eight men who had led the project from the beginning took their first official action as the Club's Board of Trustees and chose the name "Sahalee" or "High Heavenly Ground" in the language of the native Chinook. The name reflects the Northwest's heritage and tradition. In 1968, Sahalee Country Club hired their first golf professional from La Jolla, California, who was a two-time PGA Champion, four-time Ryder Club Team Member, and two-time PGA Senior Champion, Paul Runyan.

In 1996, noted golf course architect Rees Jones oversaw the redesign and renovations of the bunkers and made key features of the North and South courses. Similar work was completed on the East Course after the 1998 PGA Championship, and in 2000, the addition of new target greens, bunkers, and a new drainage system was installed. In 2001, a 43,000 square-foot clubhouse was built, boasting expanded dining and locker room facilities, but most importantly, a design and décor that vividly showcases the natural beauty of Sahalee.

With the success of the 1998 PGA Championship, support from the community and state, and the tremendous praise from the players and the PGA, Sahalee Country Club has begun a new chapter in an increasingly rich golf tradition. Sahalee hosted the NEC World Golf Championship in 2002, the USGA Senior Open in 2010, and the 2016 KPMG Women's PGA Championship. The Club will be hosting the KPMG Women's PGA Championship again in 2024, becoming the only Club in the history of the tournament to repeat the honor of hosting this Major.

The intention of its founders to create a championship-caliber course and reputation has been realized. Sahalee Country Club has been elevated to greatness as the "*high heavenly ground*" of Northwest golf.

Sahalee Country Club boasts a 27-hole championship course but its greatest attribute is the welcoming membership and staff. Sahalee Country Club is renowned for first-class golf events for men, women, and juniors along with its outstanding social activities and an unmatched dining experience. Since its founding, Sahalee Country Club has always been a private club. Membership is by invitation only. The clubhouse, courses, and all other facilities are restricted to members and their guests.

Position Overview

The Director of Food and Beverage embraces the reality that “times and conditions change so rapidly that we must keep our aim constantly focused on the future.” The Director of Food and Beverage will partner with the General Manager/COO and the Executive Team to create a strategic and operational plan that will elevate the overall membership experience and mentor employees to achieve their best. The Director of Food and Beverage has full responsibility for all daily F&B Services throughout all dining, kitchen, catering, banquets, tournaments, and member events. The Director of Food and Beverage will attend assigned Club committee meetings. Direct reports include Executive Chef, F&B Manager, and Event Director with responsibility over the entire F&B department including Assistant Managers, Bar Manager, Sous Chef, and front/back-of-the-house service team. This job is not available for remote employment.

Responsibilities and Essential Functions

- Oversees all business functions of Food and Beverage.
- Responsible for the selection, training, development, retention, and management of both year-round and seasonal team members.
- Responsible for maximizing the F&B revenues by providing an exceptional, consistent dining experience, recommending marketing initiatives to increase revenue, and managing food costs, expenses, and labor.
- Review and approve short-term strategies for the F&B operations and plans to implement such strategies.
- Responsible for developing operating budgets for the F&B department.
- Responsible for managing the F&B department according to the approved operating budget.
- Complete F&B business plan quarterly reviews, in conjunction with the GM/COO, toward annual business plan goals.
- Responsible for providing support on the development of the F&B capital budgets.
- Ensure that a consistent set of superior standards of food service/quality meets or exceeds the expectations of guests at all F&B facilities.
- Provide strategic intelligence to all F&B initiatives including but not limited to vision, branding, menu development/restaurant operation.
- Establish and maximize corporate alliances/partnerships within the F&B industry.
- Make key decisions regarding quality, revenue, and margin performance for each of the F&B operating units.
- Function as a coach or mentor in encouraging team members to be successful.
- Monitor the performance of the F&B operations to determine whether these strategies and plans require adjustment to positively impact revenues and cost controls.
- The Director of Food and Beverage must be a “hands-on” interactive leader who directly monitors the operation and mentors the staff throughout each day; someone who recognizes and embodies the intimate details necessary for consistency and high levels of satisfaction in all operations and amenities. Sets clearly defined goals and objectives and holds people accountable for results in a performance management system without being viewed as a micromanager.
- Performs human capital management responsibilities including employee selection, performance management, training, coaching, and development. Manages priorities and workload distribution and removes barriers that impede progress. Completes all personnel, salary administration, and reporting duties.
- Performs operational responsibilities that drive team performance including planning, execution, process improvement, and best practice sharing. Coordinates smooth functioning of various departments, helping to resolve disputes that may arise.
- Develops and implements new department standards, policies, and guidelines as established by the governing board and the operational procedures of the General Manager, including policies regarding employer-employee relations.
- Ensures completion of all compliance and reporting requirements.
- Coordinates development and management of annual operating budgets and Food and Beverage capital expenditures in tandem with the Director of Finance and General Manager/COO. Responsible for the development, management, and implementation of plans for Food and Beverage. Ensures the successful implementation of capital expenditure projects based on time and budget.

- Responsible for F&B budgets and forecasting to ensure that revenues, cost of goods sold, and labor remain on track with Club projections.
- Ensures and facilitates improvements in the levels of food service quality and service standards to enhance the overall ambiance of member dining experiences.
- Works with the Executive Chef and culinary team to ensure each menu item is prepared and delivered with the highest quality standards in mind.
- Helps plan and approve internal marketing promotion activities for the Food and Beverage department.
- Ensures departmental compliance with safety, health, security, and environmental standards.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
- Develops and implements policies and procedures for Food and Beverage departments.
- Assists in planning and implementing procedures for special Club events and banquet functions.
- Greets guests and oversees actual service on a daily and nightly basis.
- Helps develop wine lists and bottle/glass wine sales promotion programs.
- Addresses member and guest complaints and advises the General Manager/COO about appropriate corrective actions taken.
- Develops new and innovative ways in which to stimulate member activities and participation in Club events.
- Maintains appearance, upkeep, and cleanliness of all facilities and equipment.
- Approves all product invoices before submitting to the accounting department.
- Maintains records of special events, house counts, food covers, and daily business volumes.
- Works with other department heads on special projects assigned by the General Manager/COO.
- Other duties and jobs may be assigned as needed by the General Manager/COO.

Requirements

- Bachelor's Degree or equivalent; at least 10 years of related experience and/or training; or equivalent combination of education and experience including both front- and back-of-the-house management.
- Proven record of managing revenue of at least \$3 million per year in a venue with multiple outlets (banquet, restaurant, grill) and at least 5,000 square feet of event space.
- Excellent analytical, organizational, interpersonal, and communication skills, attention to detail, accuracy, and deadlines.
- Able to work well under pressure and balance multiple priorities and assignments.
- Proven capabilities to lead and manage people and processes in a dynamic and changing environment.
- Be able to provide direction and drive key initiatives.
- Strong team-building skills including the ability to lead, cooperate, motivate, and contribute as part of a team with representatives from multiple disciplines.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- Has a proven track record of showing empathy with members' needs and communicating policy in a positive manner.
- Excellent verbal and written communication skills.
- Must provide valid document(s) to work in the US.

Preferred Skills

- Minimum of five years of experience operating at a senior level in a private yacht, golf, social, athletic club, or other similar organization.
- PGA/LPGA Tournament execution with a minimum of 5,000 daily patrons.
- Demonstrated progressive professional advancement.
- Experience working with volunteer committees.
- A career path marked with stability and professional achievement.
- The successful candidate will be a lifelong learner continually researching and understanding industry trends.
- Demonstrated long and short-term planning programs, a club professional visionary.

- Proficient in Microsoft Suite and Internet applications.
- Experience with Jonas and Foretees is a plus but not a requirement.

Competitive Compensation and Benefits

- Competitive compensation/salary and an annual performance bonus
- Full-time (defined as working 30 hrs/wk or more)
- Medical/Dental/Vision/STD/LTD/Life insurance - 100% paid for employee + family - 30-day waiting period
- Paid Time Off - No waiting period
- Paid vacation, 120 hours annually in 1st year
- Paid sick leave, 96 hours annually
- Paid holidays, 7 annually
- 401K Participation, 100% Match up to 4% of wages - 30-day waiting period
- Holiday Fund participation
- Limited use of Club facilities
- Professional dues and expenses in accordance with the annual budget

Professionals who meet or exceed the established criteria are encouraged to send a resume and cover letter to GSI Executive Search:

David Robinson, CCM
Principal
david@gsiexecutivesearch.com

GSI Executive Search has been serving the private club industry for over twenty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.