



**THE
UNIVERSITY
CLUB**

Club Description

Founded in 1926, The University Club of Orlando is the premier City Club in downtown Orlando, Florida. The Club was closed for the past 2.5 years and is now ready to open its brand new 4 floor club on prime downtown Orlando real estate.

Club facilities include and all new 32,000 square foot Clubhouse with formal and informal dining rooms, member lounge, banquet space and outdoor patio. Additional amenities include a fitness center with racquet ball, squash courts and a half-court (indoor) basketball court.

Position Summary

The University Club of Orlando seeks a dynamic and accomplished culinary professional to be its new **Food & Beverage Director**. The successful candidate will have the unique opportunity to open build their staff from scratch and open a new clubhouse. We are seeking a dedicated professional who will be responsible for the front of the house operation of food and beverage service in all areas of the Club. Ensures a high quality of service that would be expected in a fine private Club. Builds a culture of teamwork, enthusiasm and superior service amongst the staff. Assist with the budgeting process and implement procedures to reach budgeted goals. Assist with the hiring process, train and supervise subordinates. Develop and apply relevant marketing ideas designed to increase Member activity. Assure that the wants and needs of Club Members and Guests are consistently exceeded.

Essential Duties and Responsibilities

Duties include but are not limited to:

- Responsible for hiring and training of all service staff.
- Take an active role in service on-a-daily basis and remain highly visible during lunch and dinner service hours.
- Manager on Duty responsibilities as assigned.
- Daily supervision of the service staff. Establish high standards of service and implement training procedures to ensure excellent service.
- Greet Members and Guests in all areas of the Club.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.

- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Work with the other Managers in developing and maintaining an interesting and appealing selection of wines by the glass and the bottle.
- Address Member and Guest complaints and advises the other Managers and the General Manager about appropriate corrective actions taken.
- Maintain follow up reports for major events.
- Monitors employee dress codes according to policies and procedures.
- Follow closing procedures including a thorough check-out of service staff.
- Complete a daily Manager's report for the MOD of the next shift and for the GM.
- Monitors employee records to minimize overtime and keep labor costs within budget.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently followed.
- Assures that all applicable Club policies and procedures are followed.
- Write the weekly service schedule and Management schedule. Strive to create a schedule that balances the needs of the Club with the needs of the staff in a fiscally responsible way. Forecast weekly.
- Completes other appropriate assignments from the General Manager.

Requirements include:

- A minimum of five years as a Food & Beverage Manager or Assistant Food & Beverage Manager in a high-end, high volume private club, resort or hotel operation with F&B revenues in excess of \$1 million.
- A career path marked with stability and the logical progression of title and responsibility.
- A career path marked with verifiable accomplishment as a team builder and leader.
- A culinary or related degree with the CEC distinction preferred.
- Impeccable and verifiable references; all candidates will be subject to a comprehensive background review. The University Club of Orlando is a "drug free" workplace.

The University Club of Orlando will offer an attractive and competitive compensation and benefits package to include:

- A competitive base salary and performance bonus potential.
- Professional dues and education expenses with the emphasis on continuing education.
- Benefits to include Health, Dental and Vacation

Please submit a cover letter and resume if you meet or exceed established criteria to Joe Meyer, CCM, CCE at jbmeyer@tampabay.rr.com