

Job Description: Assistant Director of Food & Beverage

Location: Copperleaf Golf Club, Estero, FL 34135

Job Type: Full-time

Salary: \$73,000 - \$79,000 per year

Job Summary:

Copperleaf Golf Club seeks a highly skilled and experienced Assistant Director of Food & Beverage to lead our dining operations and ensure exceptional dining experiences for our members and guests. This role is crucial to the success of our member dining experience, and we are looking for a talented professional who can help us achieve our goals through effective management and leadership.

Responsibilities:

*Oversee all FOH food and beverage operations, including restaurants, bars, catering, and events.

- Ensure high standards of service and quality across all food and beverage outlets.
- Develop and implement standard operating procedures and policies for the department annually.
- Maintain positive member relations and handle difficult situations as they arise. • Seek, interpret, and implement input from the members through table visits.
- Oversee the security of FOH F&B beverage storage areas, related facilities, and liquor.
- Maintain attentive safety awareness and follow all safety guidelines and procedures.
- Manage inventory, ordering, and cost control to optimize efficiency and profitability.
- Ensure compliance with health and safety regulations, including food safety standards.
- Maintain cleanliness, sanitation standards, and FOH food and beverage facility orders following internal rules and health department standards.
- Motivate staff to improve work performance, facilitating the growth of teamwork, ownership, and responsibility while encouraging professional fun on the job.
- Recruit, train, and manage F&B staff, including servers, bartenders, and support staff.
- Foster a positive and collaborative work environment.

Conduct regular performance evaluations and provide coaching and development opportunities.

- Develop staffing schedules to ensure adequate coverage and efficient operation.

Greeted and seated members and guests, took reservations, and managed table reservation schedules. Address and resolve complaints regarding food and beverage service.

Schedule personnel, plan room setups based on guest count, and oversee dining room staff. Hire, train, and supervise Dining Room Staff, ensuring they maintain proper attire and standards.

- Manage the annual budget for the food and beverage department.
- Monitor financial performance, including revenue, expenses, and profitability.
- Develop and implement short- and long-term goals for the department that increase revenue and decrease expenses.
- Implement strategies to achieve financial targets and improve overall financial health.
- Maintain high member and guest satisfaction levels through exceptional service and quality.
- Address and resolve member and guest concerns and feedback promptly and professionally
- *Follow opening and closing procedures and ensure the building is secure before leaving.
- Review and approve FOH staff payroll for bi-weekly processing.
- Monitor uniform policy within FOH operations.
- Other duties as assigned

EDUCATION AND EXPERIENCE:

- Minimum of 5 years of experience in food and beverage management, preferably in a country club, hotel, or upscale restaurant environment.
- Must have general knowledge of beer, wine, and spirits.
- Must be able to lead, manage, and motivate assigned staff.
- Must have practical problem-solving skills.
- Must have organizational, interpersonal, written, and verbal communication skills.
- Strong financial acumen with experience in budgeting, cost control, and economic analysis.
- Ability to work flexible hours, including evenings, weekends, and holidays, as required.
- Proficiency in Microsoft Office Suite and experience with Club Essentials POS system preferred but not mandatory.
- **Operational Efficiency:** Supervise and ensure proper service, assist with orders when necessary, and act as the liaison between the Dining Room and Kitchen Staff. Direct pre-meal meetings and ensure the dining area is clean, well-maintained, and correctly set up.

- **Administrative Duties:** Produce daily sales analysis and other reports from POS systems, manage inventory of dining and alcohol items, monitor labor and supplies budget, and adjust as necessary to meet financial goals.
- **Quality Assurance:** Ensure all cleaning and maintenance tasks are completed according to schedule and suggest improvements to dining room procedures and layout.
- **Compliance:** Maintain knowledge of alcohol and cocktails to assist the bar during peak times and oversee the security of dining and club areas at the end of the day.
- **Other Duties:** Manage the Dining Room Manager and perform other tasks as assigned by the General Manager and Director of Food & Beverage.

Qualifications:

- **Education & Experience:** Associate degree (A.A./A.S.) or equivalent from a two-year college or technical school; five to eight years of related experience and training; or equivalent combination of education and experience.
- **Technical Skills:** Proficiency in Microsoft Office, spreadsheet software, inventory software, payroll systems, internet software, order processing systems, database software, and POS systems.
- **Skills & Abilities:** Ability to read, analyze, and interpret business and technical documents. Strong writing and presentation skills, with the ability to calculate figures and solve problems. Must be able to lift and move up to 40 pounds.
- **Physical Requirements:** Regularly required to stand, walk, reach with hands and arms, and talk or hear. Occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and color vision.
- **Environmental Conditions:** Occasional exposure to humid kitchen conditions, outdoor patio weather conditions, and extreme cold temperatures from freezers.

Benefits:

- **Compensation:** \$73,000 - \$79,000 per year
- **PTO**
- **Benefits packages**
- **Employee Discount**

Must be available days, evenings, weekends, and holidays

Work Location: In person

How to Apply:

Suppose you are passionate about hospitality management and eager to advance your career. In that case, we encourage you to apply for the Assistant Director of Food & Beverage position at Copperleaf Golf Club. Please submit your resume detailing your relevant experience and enthusiasm for the role. Qualified candidates will be contacted for further consideration.

Copperleaf Golf Club is an equal opportunity employer and Drug-Free Workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin,

protected veteran status, or disability. We participate in E-Verify to confirm work authorization in the State of Florida.

Apply Today!

If you are interested in this position, apply with us by emailing your resume. We look forward to speaking with you.

Person of Contact: Alex Diaz

Email: Alexd@copperleafgc.com

Title: Human Resource Manager