



## *Assistant Food & Beverage Director*

Pelican Marsh Golf Club, a private member-owned club in Naples, Florida is searching for an Assistant Food & Beverage Director. This is a special opportunity for candidates with a successful track record of leadership and high-quality food and beverage operations management in private clubs or high-end establishments. The successful candidate will be an integral part of a high performing team that focuses on continually raising the bar for its members and guests.

The Clubhouse features a casual grille room that seats 80, a more formal dining room which seats 130, an outdoor covered terrace that seats 40, and Men's & Ladies Lounges which receive varying levels of F&B service. In addition, the Club features several private meeting rooms which stay busy with private and Club functions. The Club's Grille Room is currently undergoing an extensive \$7M redesign and expansion while maintaining F&B operations summer 2025 in alternative dining spaces.

The Club services over 500 members and generates just over \$1.7 million in F&B revenue with 65% being à la carte. The average age of members is 68 with the average age of new members at 59. The Club has approximately 90 employees in season and 70 out of season.

### **Assistant Food & Beverage Director Opportunity**

The Assistant Food & Beverage Director plays a critical role in the supervising of all FOH staff. Member and staff engagement is essential as the role requires a hands-on approach. The goal of the position and department is to provide consistent and excellent culinary service to members and guests. The Club is looking for someone that is passionate about hospitality and is always looking to improve themselves and the operation. Being a team player and having a strong work ethic is critical to your success. This position works closely with and reports to the Food & Beverage Director.

### **Primary Responsibilities**

- Participate in the recruiting, hiring, and training of all new employees and existing staff.
- Supervise FOH employees, ensuring staff is always professional in appearance and performance in accordance with our operating standards.
- Strong member recognition and the ability to learn names is a must.
- Attends weekly F&B management meetings to review the week/month ahead.
- Maintains Outlook calendar, Banquet Event Orders for all events, parties, meetings, etc.
- Creates weekly schedules that correlate with the Club Calendar for proper staffing while maintaining Team Members' hours in adherence with the department's operating budget.
- Monitors dining and event reservations and prepares appropriate floor plans for set-up.
- Post service staff job duties daily and assist with any set-up needed to be ready for service in a timely manner.
- Establishes floor plan, coordinates buffet setup with culinary staff
- Inspects dining room/service stations for proper set-up and cleanliness.
- Prepared for pre-meal shift meeting to review menus, test employee knowledge, floor-plan discussion, and any special requests from members/guests.
- Takes pride in being on the floor during all meal periods to greet members, ensure each table has been greeted/serviced in a timely manner and to resolve any issues that may occur.
- Work as a liaison between the BOH and FOH, communicate any special requests, large reservations/additional walk-ins, changes as they occur.
- Passes along any member comments to the Food and Beverage Director, Chef, and General Manager, as necessary. Handles any member concerns, when possible, at the time they are made.

- Have a strong sense of urgency and responsiveness on a day-to-day basis.
- Willingness to be hands-on when necessary to take a table or bartend.
- Planning of flowers or décor for dining areas or special events.
- Develops wine lists and drink specials when needed.
- Orders linen for daily service and special events. Keeps up to date on the par levels needed for service.
- Take personal ownership of his or her area of responsibility with special attention to the overall look and feel of the operation at all times. This includes behind the scene areas such as your own workspace, service stations, bars, etc.
- Perform Manager opening and/or closing duties of the dining rooms and other Club areas while positively motivating staff.
- Corresponds with members, purveyors and associates as needed. Always represent the Club with the highest level of professionalism.

### **Education, Knowledge & Experience**

- Country Club experience preferred
- 2+ years management experience required
- College degree in hospitality is preferred
- Jonas knowledge beneficial yet not required
- Must be able to physically do the assigned work as presented above which includes long periods of standing and lifting items up to fifty pounds.

### **Salary & Benefits**

- Salary of \$75,000 with bonus potential of 10%
- The Club offers full medical benefits, meals, 401k match, golfing opportunities, supports continuing education pursuits and offers professional association membership benefits.

Pelican Marsh Golf Club is an Equal Opportunity Employer and a Drug-Free Workplace.

### **How to Apply**

Interested and qualified candidates should send their cover letter and resume to the Food & Beverage Director Amy Warner at amywarner@pmarshgc.com or mail to 1810 Persimmon Drive, Naples, FL. 34109 no later than May 1<sup>st</sup>, 2025. No phone calls.