

The Sanctuary Golf Club, Sanibel, FL

Director of Food and Beverage, Private Golf Club, Sanibel, FL up to 130k

Description

Located on the northern tip of Sanibel Island, The Sanctuary Golf Club, a certified Audubon Cooperative Sanctuary, is surrounded by a national wildlife refuge. This 31-year-old club is an exclusive member-owned private club. Founded in 1993, the Club and community encompass 500 acres with stunning views of Pine Island Sound. It is the only private club in the country that lies within a US Wildlife Preserve and is a five-star rated Platinum Club that has been awarded over 25 different accolades from around the world!

The Sanctuary is not only known for its exceptional golf course, but also offers the best dining and social experiences on the island for its Members. The Clubhouse offers foodservice amenities including two (2) a la carte restaurants and banquet seating for up to 300 guests supported by two (2) well-equipped kitchens. Other facilities include tennis, pickle ball, bocce, aquatics and a Wellness Center. The Club provides its 440 Members, their families and guests with exceptional experiences and considers itself to be a family club with a kind and gracious Membership. While the Club is open year-round, much of the activity is concentrated in the six months spanning November through April. The Sanctuary Golf Club has overall revenue of nearly \$10.0M with F&B revenues of approximately \$2M.

The Director of Food and Beverage is dynamic, highly visible and accessible leader for the staff and Members alike. Potential candidates will be among the best in the industry and possess all the requisite skills, leadership qualities and personal traits suited for a premier private club. A friendly, outgoing personality is a must, as is a strong working knowledge of first-class food and beverage service and management. The goal of the department is to provide Members with exceptional service on a consistent basis and ensure Member recognition in order to promote maximum satisfaction of the Membership. The ability to embrace the culture of The Sanctuary and to ensure the highest standards of service are executed daily is required!

The Sanctuary Golf Club offers a generous benefits package including:

- A competitive base salary up to and performance bonus, up to 130k
- Medical, Dental and Life Insurance coverage
- 401(k) plan with generous match

- Toll reimbursement, if applicable
- Paid Time Off
- Employee golf privileges and merchandise discounts
- Health club membership
- Cell phone reimbursement
- Meals and other employee incentives
- Uniform allowance
- CMAA and professional development allowance

Requirements

- Ensures service of the best quality is provided to Members and Guests.
- Provides updates to General Manager regarding Member comments and complaints.
- Oversees development of the annual Club calendar.
- Responsible for daily monitoring and ordering of all liquor and wine; oversees the ordering of soda, beer and mixers; ensures that proper beverage controls are in place.
- Responsible for ordering linens and maintaining an appropriate inventory of department's supplies and dry goods.
- Completes month-end inventory.
- Ensures cleanliness and organization of production and service equipment, fixtures, storerooms, and service areas.
- Inspects all dining areas to ensure cleanliness and safety and reports any deficiencies in maintenance and/or housekeeping.
- Serves as Manager on Duty: includes room setup and floor plans for all events and server stations, greeting and/or seating Members, receiving and resolving complaints concerning food, beverage and service and assuring that the dining rooms and other Club areas are secure at the end of the day; ensures employees are in proper and clean uniforms with nametags at all times; assigns and assures that opening and closing side work is completed.
- Works with F&B Management to create a staff-training program and to ensure that Club standards are consistently implemented; ensures all staff members are properly trained and "on task"; provides the service staff with regular feedback, assistance and encouragement; assures proper service, productivity and conduct among staff.
- Responsible for overseeing proper scheduling of service staff and posting weekly schedules.
- Responsible for recommendation and implementation of hiring, discipline, termination, and documentation of all Food and Beverage FOH staff, including management of the H-2B program, when applicable.
- Performs daily pre-service meetings, as well as full staff meetings on regular basis.
- Ensures that an accurate reservation system is in place, responsible for management of reservation system.
- Manages POS system efficiently.
- Collaborates with General Manager, Committees and appropriate personnel to organize, coordinate and market Club events.
- Responsible for event/announcement posters and golf cart announcements.

- Works closely with Events and Catering Manager regarding off premise events and set up.
- Assists in the development of operating and capital budgets and compliance with those budgets.
- Reviews all purchases to ensure compliance with the budget; promptly codes and approves invoices for payment.
- Oversees payroll expenses and service charge calculations.
- Responsible for regular reporting of performance and financial data (e.g., Cover Counts, event P&L).
- Ensures compliance of and follows all safety, accident and emergency procedures.
- Promotes and complies with applicable health, beverage, fire and other laws or requirements.
- Attends Food and Beverage staff meetings, Committee meetings and Management meetings as scheduled.
- Other duties and projects as assigned by General Manager.

Education, Experience and Requirements

- A person of exceptional “character” – motivated, energetic and friendly, and ready to make a commitment of loyal service to the Club’s management, staff and Members.
- A strong team player that enjoys a hands-on approach, the ability to work with a variety of skill levels and personalities and to foster an atmosphere of cooperation and accomplishment.
- Four-year college or university degree in Hospitality Management or Culinary Arts.
- Five years or more as a food and beverage manager with three of those years in a similar upscale dining environment.
- Proven and verifiable skills and accomplishments in all of the Food and Beverage disciplines, including knowledge of fine wines.
- A critical eye for detail.
- Excellent verbal and written communications skills.
- Food safety and alcohol beverage certification.
- A strong working knowledge of computers and related technologies.
- Impeccable and verifiable references.
- Must work days, nights, weekends and holidays

Physical Requirements and Work Environment

- Required to stand for long periods throughout shifts and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull, lift, move up to 50 lbs.
- Exposure to working with and around hot surfaces, extreme cold (walk-in freezer) and sharp objects and various kitchen equipment.
- Ability to endure abundant physical movements in carrying out job duties for extended periods.
- Work in a hot, humid and noisy kitchen environment.

- Able to meet and perform physical requirements, work effectively in an environment typical of this position.

REPORTS TO: General Manager

SUPERVISES: FOH Staff, including FOH Management

POSITION TYPE: Salary Exempt

The Sanctuary Golf Club is an Equal Opportunity Employer, Drug and Alcohol-Free Workplace and participates in E-Verify.

Interested candidates should email their resume with salary requirements to Maria DeLellis, HR Administrator at mdelellis@sanctuarygc.net