



DEPARTMENT: Food and Beverage
JOB TITLE: Assistant Food and Beverage Director
REPORTS TO: Director of Food and Beverage
STATUS: Exempt

JOB SUMMARY

A special opportunity exists for candidates with a successful track record of leadership in private club food and beverage operations. We are searching for an Assistant Food and Beverage Director to join a club recognized for excellent service and member experience. Responsibilities include management of the dining services staff according to prescribed policies and procedures with a focus on the overall member/guest experience. The Assistant Food and Beverage Director reports directly to the Director of Food & Beverage. This position coordinates the smooth operation and interrelations of the Food and Beverage Department with the Membership.

DUTIES AND FUNCTIONS

- Oversees the recruiting, hiring, and development of team service personnel. Oversees and implements a comprehensive and ongoing training program complete with up-to-date training manuals to ensure exceptional service in all parts of the club's operation. Facilitates monthly/annual performance reviews.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented. Develops ongoing training programs for food and beverage personnel.
- Holds clear and direct pre-function meetings with team members to ensure smooth, efficient service.
- Participates in weekly F&B team meetings to ensure that high standards of food and service excellence are maintained.
- Instills the concept of being "team players" in all employees. Continues to coach, counsel, and evaluate departmental staff.
- Functions as an administrative and communication link within the department.
- Coordinate and create the Service Team schedule weekly in accordance with service standards, budget, and needs of the club, in both banquet and a la carte.

- Monitors the service department budgets monthly and takes corrective action as necessary to assure the goals are attained.
- Responsible for all service labor costs and maintains them within the constraints of the budget and through close coordination and with approval from the Director of Food and Beverage.
- Ensure that proper billing, package/consumption/cost reports have been completed at the end of an event.
- Monitors payroll (timing and schedule) records to control overtime and maintain labor costs within budgetary guidelines and in conjunction with the Director of Food and Beverage.
- Assists Director of Food and Beverage and Bar Manager with beverage costs relative to budget.
- Assist in the completion of the monthly beverage inventory to ensure all cost control systems are in place.
- Assists in the purchasing, receiving, safekeeping, and disbursement of food and beverage, operating supplies, and equipment to maximize quality and profitability.
- Hands-on approach and leads the staff by example. Must be approachable to staff, members, and guests. A “people person” by nature, come to view the role as one of the key faces of the club.
- A sharp eye for detail in the overall management of the operation. Maintains a clean, neat, and organized appearance of the Club. Ensure that all staff is well-groomed and in proper uniform.
- Develops and maintains Standard Operating Procedures for service operations and sees that it is adhered to consistently.
- Understands and abides by Club policies and departmental procedures. Suggests changes and may direct the implementation of change.
- Disseminates information and coordinates activities between departments on a timely basis. Serves as liaison between the dining venues and kitchen staff.
- Personally, handles Member and guest complaints and comments regarding service or food received through Staff, Humm, email, or member survey. Sharing feedback and corrective action with the team.
- Keeps the Director of Food and Beverage, Assistant General Manager and General Manager informed of all potential problems and activities related to the smooth operation of the Club operations.
- Ensures all legal requirements are consistently adhered to, including wage and hour and federal state and/or local law pertaining to alcoholic beverages.
- Inspects to ensure safety, sanitation, energy management, preventative maintenance, locking procedures, and other such standards are consistently met.
- Upholds all standards and guidelines for discrimination and harassment.

The above description reflects on the general details considered to describe the principle functions of the job. This is not a detailed description of all the work requirements that may be inherent in the job. Management reserves the right to alter the above requirements at any time

QUALIFICATIONS

Education, Skills, and Experience:

- Five (5) years' experience managing food and beverage in a resort, hotel or Club and/or golf club
- Wine, beer, and liquor knowledge are key
- Knowledge of food, beverage, banquet setup and service trends.
- Food & Beverage Cost, Accounting, Menu Design, Marketing and Promotions

- College education preferred
- Must possess excellent leadership and management skills.
- Must possess excellent oral, written, and interpersonal skills.
- Must possess the ability to interact with members and staff on all levels in a professional, positive, and friendly manner.
- Position requires a highly professional demeanor, adaptability, flexibility, and adherence to a strict level of confidentiality.
- Proven success with marketing and increasing sales in dining rooms.
- Proven success with labor and operational costs according to budgeted targets.
- Ability to adhere to food and beverage service policies, procedures, and safety and sanitation.
- Ability to comprehend and carry out instructions.
- Ability to work as a team player and always maintain a professional appearance
- Ability to work all shifts, days, nights, weekends, and holidays.
- Ability to read, write, see, speak, and hear English.

Interested candidates please email resume to Human Resources: hr@sawgrasscountryclub.com