**Job Title**

Assistant Director of Food and Beverage

**Brief Job Description:**

The Country Club of Leawood is a privately owned Country Club with three dining facilities, an 18 Hole Golf Course, Pool/Cabana Area and a State-of-the-Art Fitness Center.

* Oversee our training programs, scheduling, inventory and member events.
* Hire, train and supervise Team Members.
* Oversee weekly scheduling for all Front of House Team Members.
* Manage physical inventory verification and provide updated information monthly.
* Ensure all safety, sanitation, energy management, preventative maintenance and other standards are consistently met.
* Manage long-range staffing needs of the Team.
* Ensure adherence to all legal requirements, including wage and hour laws, federal, state and local laws pertaining to alcoholic beverage service and standards.
* Help develop wine lists and bottle/glass wine sales promotion programs.
* Develop Seasonal Specialty Cocktails.
* Responsible for all ordering of Beer, Wine and Liquor.
* Work with Executive Chef and Director of Food and Beverage to ensure proper setup and execution of daily functions and events.
* Ensure effective orientation and training for new Team Members and professional development activities for experienced Team Members.
* Develop ongoing professional development and training programs for service personnel.
* Greet members and oversee actual service on a routine, continuous basis.
* Address member complaints and communicate with Director of Food and Beverage.
* Act as manager on duty during service, providing immediate attention to all members and guests, ensuring dining service standards, expectations and procedures are met.

**Qualifications:**

* Experience in a leadership role within the hospitality industry.
* Experience in member relations and supervision of high-performance teams.
* Must possess excellent people skills. Excellent written and oral communication skills. A neat appearance, pleasant personality, and good judgment and decision-making abilities.
* Must have a flexible schedule with availability including holidays, and weekends.
* Must lead by example through a hands-on approach.
* Ability to create and foster a positive teamwork environment.

**Educational Requirements:**

* Bachelor's degree in hospitality or comparable degree preferred.
* 2-4 years of Food and Beverage Management experience. Private Club experience is preferred.

**Benefits Package:**

Compensation is commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package including matching 401K.

**Please send your Resume to Marty Sullivan, The Food and Beverage Director at** **marty.sullivan@ccleawood.net**