



Director of Hospitality Job Description

Job Overview:

Directs and oversees all food and beverage facets including personnel, menu mix, ordering, vendor preference, inventory, and catering/restaurant operations.

- Will be an integral part of the success of the Club and a key member of the Senior Management Team.
- Ultimate responsibility in the department for member and guest satisfaction and financial performance.

This position requires a highly self-motivated individual who can work with minimal supervision and interact with members at a high level. Qualifications should include a minimum of 3 to 5 years of service operations, strong leadership skills, and outstanding revenue generating abilities.

- Prior Country Club experience a plus
- Prior Banquet experience a plus
- Prior Restaurant operations a plus
- Jonas Club Software knowledge a plus
- Wine Knowledge and service a plus

Essential Duties and Responsibilities:

- Clearly describes, assigns, and delegates responsibility and authority for the operation of the various food and beverage sub-departments (i.e., events, snack bar, restaurants, banquets/housemen).
- Prepares (subject to approval by GM / Finance Committee / Board of Directors) revenue goals and the expenses for the Food and Beverage department as well as generating various (weekly, monthly etc.) business volume forecasts and planning accordingly.
- Reviews and analyzes various financial results/reports to monitor overall Food and Beverage performance and takes any corrective actions that may be needed.
- Monitors market conditions that impact menu offerings, business volume, and profitability.
- Executes inventory control and calculation for monthly analysis and reconciliation. Identifies opportunities to control food costs and other expenses. Works closely with the General Manager and House Committee on policies and procedures and the monthly inventory processes.
- Participates with the Chef and other Food & Beverage Managers in the creation of menus/promotions to entice variety of appetites including restaurant and banquets while incorporating a menu pricing structure that will support the bottom line goals.
- Responsible for operation and execution of events and may carry out planning, production and closure of events.
- Implements policies and procedures for the Food & Beverage department including compliance of company standards relating to quality of products and services. (Subject to Board approval)
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Prepares weekly schedule for Service Staff in conjunction with other Food and Beverage Managers
- Responsible for the planning and execution of several events throughout the year.
- Responsible for proper execution of our Server Training Program
- Responsible for keeping up with industry trends and enhancing the Food and Beverage operations year to year.
- Other duties may be assigned by the General Manager or Board of Directors

Please send resume and references to Colby Newman, General Manager at cnewman@hickoryhillscountryclub.com