

**Position**

Food and Beverage Director

**Job Summary**

Responsible for all food and beverage service for the club. Directly supervise the service staff and bartenders of all club outlets. Hire, train and supervise subordinates to insure the wants and needs of club members are consistently exceeded. Requires a candidate with strong interpersonal skills, a commitment to service and personal self-confidence to lead others.

**Primary Job Responsibilities**

* Hires, trains, schedules and supervises all service staff.
* Monitors service levels to meet and exceed member’s expectations.
* Greets members and oversees lunch and dinner service and is present at all major club functions.
* Ensures that all standard operating procedures for revenue and cost control are consistently utilized.
* Reviews food preparation and presentation in a manner and variety that maximizes member satisfaction.
* Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
* Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price.
* Manages and oversees all club banquets.
* Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
* Responsible for the proper accounting and reconciliation of the point of sale systems and member revenues.
* Maintains records of special events, house counts, food covers and daily business volumes.
* Audits and approves weekly payroll.
* Works with the General Manager and Executive Chef to establish menu prices for dining outlets.
* Establishes and maintains professional business relations with vendors.
* Serves as manager on duty on a scheduled basis.
* Completes other appropriate assignments from the General Manager.

**Job Requirements**

* An individual with previous club or restaurant management experience required.
* Full time and flexible hours are required (weekdays, nights, weekends and holidays).
* Proficient computer skills including POS, Word, Excel and Power Point.
* In depth knowledge of beer, wine and spirits.
* A positive leader with a record of success.

**Education**

* Bachelor’s degree and/or professional work equivalency in hospitality or food serve industry.

**Benefits**

Benefits include Medical, Dental, 401k, Vacation and PTO.

Salary will be commensurate with experience.

Qualified candidates should submit resume to General Manager Jon Lienemann at [jon.lienemann@brookridgegf.com](mailto:jon.lienemann@brookridgegf.com)