

CANDIDATE PROFILE

Food & Beverage Manager

Boot Ranch
Fredericksburg, TX

www.bootranch.com



The Organization

Boot Ranch is a private member community and club located five miles north of Fredericksburg, Texas, in the heart of the famed Texas Hill Country. At Boot Ranch, an artful expression of luxurious Texas ranch-style living reflects the Club's mission: to be the finest private club community in Texas.

The club is located in Fredericksburg, Texas, which has been named one of *Southern Living's* "Small Towns We Love". The town offers timeless appeal as a vacation destination, a great place to raise a family, and an ideal place to retire. Its German heritage is proudly preserved in the 19th-century stone buildings that line a charming Main Street.

Nestled in Texas Wine Country, which is second only to Napa Valley for American wine production, Boot Ranch enjoys proximity to more than 45 Hill Country wineries. The Club is also close to a variety of regional activities and is conveniently located just one hour from San Antonio, 1.5 hours from Austin, and four hours from both Dallas/Fort Worth and Houston.

Boot Ranch is known for its renowned member service amid rustic ranch-style living, where members and their guests are greeted like family and get to enjoy vibrant social activities and outdoor adventures.

CLUB AMENITIES INCLUDE:

- 7,250 yard, 18-hole golf course and 34-acre practice park designed by famed PGA legend Hal Sutton. The course and playing conditions continue to be rated as among the Top 10 in Texas by *Golf Digest*.
- The 55,000-square-foot clubhouse village located on the highest bluff on the property, overlooking Boot Ranch and the adjoining Hill Country. The Club won the Clubhouse of the Year by Golf Inc.
- The clubhouse village designed as the heart of the development and includes 10 spacious lodge suites available for members and their guests. There are 10 "Sunday Houses" (fractional homes) owned by the members with lodging and Club amenities and services.
- The Ranch Club, which is the center of warm-weather activities featuring family and adult swimming pools, an outdoor bar and grill with wood-burning pizza ovens, tennis courts, and basketball and pickleball courts.

- The Longhorn Lake featuring a private member beach club, swimming, fishing, paddle boats and two treehouses, as well as expansive play areas for children. The Longhorn Lake clubhouse is under design and development with a 2023-24 scheduled opening.
- The Metzger Market, a popular gathering market for coffee barista-made specialties, hand-dipped ice cream and essentials, as well as a community mail center.
- A gun and skeet shooting range.
- Five miles of hiking and mountain biking trails (these will continue to expand and grow as development moves forward).

BOOT RANCH DETAILS:

- Annual revenue: \$12,000,000
- Annual dues: \$21,181
- Initiation fee: \$200,000
- Home Price Range: \$1,500,000 – \$10,000,000
- Sunday House Price Range (per unit): \$780,000
- The total anticipated development of the Community is approximately 450 homes, including 16 Sunday Homes.
- The Club and community are being developed by Terra Verde Real Estate Group and Wheelock Street Capital.

Position Overview

The Food and Beverage Manager is responsible for managing the daily operations of the various Food and Beverage amenities in Boot Ranch. The Food and Beverage Manager works directly with the Training and Development Manager to ensure that the members' and guests' expectations are met or exceeded.

Responsibilities

The following represents the Food and Beverage Director's essential duties and responsibilities. Additional duties may be assigned.

- Oversee service staff on front-of-house operations and service standards.
- Assure dining room staff executes opening and/or closing duties.
- Service training and education:
 - Jonas training on billing and ringing in tickets
 - Continual food and wine education
 - Learn all of Boot Ranch procedures and protocols
- Ensure proper member billing and nightly closing in Jonas POS system.
- Coordinate with Training and Development Manager all dining room activities, including dinners, member functions and meetings, tournaments and events.
- Responsible for nightly reservations and seating arrangements for members and guests. Monitor the flow of service and closing of Clubhouse.
- Ensure proper communication between Training and Development Manager, Food and Beverage Director, and all Food and Beverage staff.
- Follow all Boot Ranch Procedures as written.
- Assist Food and Beverage Director with monthly inventory counts.
- Keep accurate records, organization and cleanliness of liquor, beer, and wine locations at all times.

- Communicate with Food & Beverage Director on the ordering of liquor, wine, beer, and operational supplies (i.e. to go items, linens, rentals, etc.).
- Assist with all member events and weddings and tournaments.
- Ensure that the service staff is TABC and Serve Safe certified.
- Quality assurance of food, beverage, and service standards.
- Attend management meetings to review policies and procedures, future business and continually develop the quality and image of the Food & Beverage operations.
- Ensure that proper cleanliness, housekeeping and energy conservation procedures are always followed.
- Work with the Training and Development Manager, Director of Food and Beverage, and Executive Chef to execute private banquets, business, social meetings, and other member-related activities.
- Obtaining pertinent information needed for planning private events, large reservations, business, social meetings, and other member-related activities.
- Transmitting essential information to and coordinating event planning with service, housekeeping, and facilities staff.
- Assuming responsibility of manager-on-duty while working alongside service staff. This is a working manager position.
- Open to day shift and night shift availability.

Competencies

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds positively to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly; Completes all assigned tasks consistently by issued deadlines.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience. Management experience require. Strong wine and cocktail knowledge.

KNOWLEDGE AND SKILLS

- Operations experience (two years) in food and beverage service and banquet management in a private club or hospitality industry setting.
- Strong communication skills (both written and oral).
- Strong interpersonal and problem-solving skills.
- Proven planning, organizational and leadership skills.
- Computer literacy with proficiency in point of sale and wine inventory software.
- Market and industry knowledge of current and future trends.

Competitive Compensation

- Executive benefits package. Salary will be commensurate with qualifications and experience.
- Salary will be competitive with similar positions in elite private country clubs in Texas.
- Relocation allowance
- Professional organization dues

To be Considered

PLEASE SUBMIT A COVER LETTER AND RESUME IN PDF FORMAT VIA EMAIL WITH THE SUBJECT LINE: **Boot Ranch** to:



Tara Osborne
Principal

✉ tara@gsiexecutivesearch.com
☎ 512-965-5643



Terry Anglin, CCM, CCE, ECM
Principal

✉ terry@gsiexecutivesearch.com
☎ 901-550-9338

