



## DELRAY BEACH CLUB

### **Food & Beverage Director –Full Time (Exempt Position)**

#### **Summary of Position:**

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The Delray Beach Club is seeking an experienced professional who will oversee all aspects of the Clubs Food & Beverage (F&B) service as well as other clubhouse activities. The F&B Director will be responsible for the overall operations, staff, and maintenance of the Kitchen(s), Formal Dining Room, Grill Room, Pavilion, pool/beach, and outdoor areas. This includes but is not limited to; providing service and support to our members, staff, working across all levels and departments in the organization, developing and implementing new business strategies.

At the Delray Beach Club, we take great pride in catering to our members, their families, friends, guests, and colleagues. We offer a variety of venues for every age group. The focal point is the majesty of the Atlantic Ocean. Located in beautiful surroundings, we have one thing in mind: complete relaxation and enjoyment with no luxury left unfulfilled. Located on three acres with 350 feet of stunning beach front, we provide a resort-style setting offering fine dining, pool, beach, and ocean fun, tennis & fitness, a variety of social activities and dining experiences along with entertainment.

#### **Duties and Responsibilities:**

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The primary duty of this position includes the exercise of discretion and independent judgment with respect to matters of significance, such as formulating, affecting, interpreting, and implementing management policies and operating practices. The position also carries out major assignments in conducting the operations of the Club.

- Directly manage all F&B staff and all service areas which includes both casual and fine dining.
- Supervise Executive Chef and all kitchen operations.
- Supervise Bar Manager and all bar operations.
- Promote and oversee administration of daily operations, banquets, and club events.
- Cross functional support is required as you will have a hands-on approach to assist the Club Members and Staff with any business needs. Daily collaboration with the General Manager, Executive Chef, and all other management.
- Assure a high standard of appearance, hospitality, cleanliness, and service is provided.
- Develops and continually updates and refines policy and procedure manuals for staff to increase service quality and to control costs.

- Maintains records of special events, house counts, food covers and daily business volumes.
- Act as liaison for FOH & BOH staff and operations.
- Touch tables during service, attend to member requests and needs, handle all member inquiries or complaints, and know how to quickly and effectively to resolve them to support member satisfaction.
- Fiscal responsibilities to include preparing and adhering to operational budgets, purchasing, and maintaining inventory, audit and approve invoicing, along with managing payroll/staffing expenditures. Ability to develop and implement programs to increase revenues.
- Responsible for staffing which includes onboarding, training, performance reviews, daily supervision, corrective action, and terminations.
- Visible lead and direct interaction and contact with all members and staff. Must be able to assist both groups by providing assistance, recommendations, and resolutions.
- Recommends and supervises the maintenance projects of department areas.
- Ensures that all safety measures, sanitization, and policies are adhered to.
- Establish, monitor, and evaluate operational procedures which includes creating formal process documents. Enforces established rules, regulations, and policies.
- Oversee point of sales system (POS) and assist with training, trouble shooting, and maintenance of the system.
- Monitor F&B covers and special event pricing. Responsible reconciliation of transactions.
- Management of vendor and service providers which includes outsourced staffing.
- Serves as an *ad hoc* member of appropriate club committees.
- Knowledge of and ability to execute crisis and emergency plans of action.

### **Qualifications:**

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- Country Club and fine dining management experience required, min 5+ years.
- Bachelor's Degree in Hospitality Management preferred.
- Advanced computer skills to include Word, Excel, Outlook, and Publisher. Ability to provide technical support for audio, visual, and lighting.
- Northstar software system experience a plus.
- Must have served in a previous role exercising leadership and managing great responsibility.
- Must be a confident communicator and possess excellent organizational, time management, project planning, and execution skills.
- Ability to adapt into Club culture and build lasting relationships with members while exceeding customer service deliveries.
- Proactive and detail orientated individual that can handle multiple duties at a time

- Motivated, self-starter with the desire for personal growth and achievement
- Professional appearance and friendly demeanor
- Must be able to stand and walk for long periods of time. Push, pull, or lift to 50 pounds. Work in interior and outdoor conditions.

#### **Licenses and Special Requirements:**

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- Servsafe Food Manager Certification
- Responsible Alcohol Certification
- Must be fully vaccinated for COVID-19

#### **Benefits & Salary:**

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Salary will commensurate with experience. Upon eligibility a comprehensive benefits package including health, dental, vision, life insurance, disability, paid time off, and 401K plan.

References required and drug-free workplace testing. Company is an Equal Employment Opportunity Employer.

Please forward resumes to: [Careers@TheDelrayBeachClub.com](mailto:Careers@TheDelrayBeachClub.com)