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DIRECTOR OF FOOD & BEVERAGE PROFILE: COSMOS CLUB WASHINGTON, DC

THE DIRECTOR OF FOOD & BEVERAGE OPPORTUNITY AT COSMOS CLUB

An exciting opportunity awaits candidates with a proven track record of leadership and excellence in food and beverage operations management within upscale hospitality or private club establishments. We are currently seeking a Director of Food and Beverage (DFB) for Cosmos Club, located in Washington, D.C. The ideal candidate will play a pivotal role within a dynamic executive team, contributing to a club renowned for its commitment to an exceptional work environment, and continuous pursuit of excellence for both members and staff. Aligned with the service mission of Cosmos Club, the Director of Food and Beverage will lead a team of diverse professionals dedicated to consistently creating memorable and unique member experiences reflective of the club's distinguished social and intellectual atmosphere. If you are a dynamic leader with a passion for food and beverage and a commitment to delivering unparalleled service, we invite you to explore this exciting opportunity to join Cosmos Club and contribute to its continued legacy of excellence.

[Click here to view a brief video about this opportunity.](#)

ABOUT COSMOS CLUB

Cosmos Club is a private Washington, D.C. social club for individuals distinguished in science, literature, the arts, learned professions, or public service. The Club stands as a bastion of intellectual fellowship and cultural enrichment in the heart of Washington, D.C. Since its establishment in 1878, the Club has served as a prestigious gathering place for individuals distinguished in various fields.

The tradition of Cosmos Club is rooted in dignity, elegance, and camaraderie. Since the Club's inception, it has maintained a welcoming atmosphere where members can socialize, relax, dine, and learn. Designed and constructed by Curtis John Hillyer in 1873, Cosmos Club is a historic downtown landmark. The Cosmos Club's architecture, characterized by elegant French Renaissance design and surrounded by tranquil gardens, showcases its timeless grandeur. Within the building is a Billiards room, card room, several meeting spaces, overnight guest rooms, spacious lounges, and a bar. The elegant library is home to over ten thousand volumes, most of which are available for loan to its members.

Membership of the Cosmos Club is reserved for those who have demonstrated notable achievements and distinction in their respective careers. Over the years, the Club has boasted an impressive roster of members, including presidents, vice presidents, Supreme Court justices, Nobel Prize winners, Pulitzer Prize winners, and recipients of the Presidential Medal of Freedom. With a tradition of fellowship, Cosmos Club opens its doors to members, sponsored guests, and reciprocal club members. Central to the Cosmos Club experience is its vibrant cultural and intellectual programming. Members have the opportunity to engage in lectures spanning diverse disciplines, enjoy musical concerts, participate in literary discussions, and partake in a variety of social events.

COSMOS CLUB BY THE NUMBERS:

- 2572 Members (All Categories)
- \$18M Gross Volume
- \$6.2M F&B Volume (\$5M Food and \$1.2M Beverage)
- 45% à la Carte/ 55% Catering
- 38% Average Food
- 62% Average Labor Cost
- 110,000 Covers per year

- 16-18 Weddings yearly
- POS System - Northstar
- 71 Average age of members

COSMOS CLUB WEBSITE: www.cosmosclub.org

FOOD & BEVERAGE PROGRAM

The Club is open 12 months a year and while not seasonal, July and August are the slowest months of the year. The Club is open 24/7 due to the overnight rooms, business volumes are typically at peak Monday – Friday. The Club does not open for Food and Beverage three Sundays per month and hosts a brunch once per month along with the occasional Sunday event. The Club is also closed for Food and Beverage on NYD, MLK, Presidents Day, Memorial Day, Independence Day, Juneteenth, Labor Day, the day after Thanksgiving, Christmas Day, and Dec 26th.

The Garden Dining Room offers a more formal environment for Members, this well-appointed dining room also offers patio seating weather permitting. Coat and ties are required.

The 1878 Grille offers membership a more casual space for dining. The same menu is offered adjacent to the dining room with a relaxed but upscale dress code. The dining room offers several intimate nooks for a more private dining experience lined with wine walls and works of art. Breakfast is served Monday – Sunday 7:30 am – 10:00 am and Lunch Monday-Saturday 11:30 am – 2:00 pm.

Arvo at the 1878 Grille is open Monday – Friday 2-5 pm offering light bites, coffee, and pastries. Dinner is Monday – Saturday 5:30 pm -9:00 pm and requires reservations.

The Garden Bar, a pub-style restaurant with a patio is open from 4-11 pm daily and serves as an inviting space for a more casual drink.

Cosmos Club offers exceptionally elegant catering spaces for special functions of almost any kind, from a quiet dinner for eight in the Wilson Room to a special wedding anniversary celebration for 200 in the Warne Ballroom. The Club specializes in various types of events that include meetings, receptions, and sit-down dinners.

DIRECTOR OF FOOD & BEVERAGE POSITION OVERVIEW

The Director of Food & Beverage (DFB) is ultimately responsible for all club property food & beverage service operations daily, including its activities, dining options, financial success, and relationships between club members, guests, and employees. The Director of Food and Beverage should have experience in improving member satisfaction and enhancing employee engagement. Being the “public face” of these operations with a hands-on approach and an understanding that full “on-the-floor” member and staff engagement is critical to success in this position. The DFB consistently provides superb dining and other food and beverage experiences for the Club’s membership and their guests. Furthermore, proficiency in beverage knowledge, including wine and spirits, is essential for this role. The successful candidate must demonstrate a deep understanding of beverage trends, pairings, and service protocols, enhancing the overall dining experience and contributing to the Club's reputation for excellence in both food and beverage offerings.

The Member Events Coordinator, Director of Catering, Director of Banquets, and Service Experience Manager all report to the Director of Food & Beverage. This position works closely with the AGM and Executive Chef and reports to the General Manager. The relationship with the executive leadership team is particularly important to this position, ensuring collaborative and harmonious relationships between front and back-of-house operations. The DFB will interact with both the House Committee and the Board of Management.

KEY RESPONSIBILITIES

LEADERSHIP:

- Offer effective leadership and direction for managers and staff in the F&B department.
- Establish and maintain respectful rapport with F&B managers and all department heads at Cosmos Club.
- Work harmoniously with the Executive Chef and kitchen management.
- Oversee the Catering and Member Events departments and oversee all event bookings and execution.

- Be a positive and enthusiastic motivator for all F&B personnel.
- Coach and mentor F&B leadership and line-level team.
- Be a collaborative team player who is willing to be “hands-on” when necessary but understands when to step back and lead the team.
- Ensure the team clearly understands performance expectations and that assigned tasks are reasonable, well-conceived, and appropriately conveyed. Provide resources necessary to allow employees to perform their jobs effectively and be fair and firm in adherence to club policy and procedure.
- Recommend, monitor, and manage policies, operating procedures, and staffing for all F&B areas; recognize the needs and consistently perform high levels of service in each of these operating areas.
- Maintain and advance the overall beverage program with a focus on utilizing the Club wine cellar more effectively and enhancing cocktail, beverage, and beer programming by training the food and beverage team to be confident and knowledgeable in their approach to selling, serving, and speaking to members and their guests.

OPERATIONS AND MEMBERSHIP:

- Take personal ownership of his or her area of responsibility and understand the need to be consistently “member ready” in both appearance and service.
- Establish, where needed, standard operating procedures and processes for all dining areas.
- Clearly understand the logistics of banquet operations amidst other food and beverage offerings and develop and utilize systems for consistency and quality in all banquet events.
- Working in coordination with other leaders to ensure consistent standards result in member satisfaction.
- Have a strong highly visible and respectful presence with the membership, be an exceptional communicator, have adroit interpersonal skills, and have the maturity to instinctively know how to treat members and guests with a high level of service.
- Oversee all dining areas to ensure smooth and consistent experience commonality in all operations, high levels of member and guest satisfaction, quality food products, and exemplary service.
- Participate in marketing/communication programs to increase dining room, banquet, and general participation in F&B-related activities.
- Oversee all banquets and social functions, including member and member-sponsored events. Establish budgeted and actual P&Ls for each banquet event with the ability to communicate profit & loss expectations and targets.
- Hold weekly staff meetings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special club events are well-conceived and executed.
- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage regulations. Keep current on all matters of the food and beverage industry.

HUMAN RESOURCE MANAGEMENT:

- Have a passion and aptitude for teaching and training all food service personnel, working, as necessary, with the staff directly responsible for operations.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the clubhouse facilities.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution to these high standards.
- Conduct and/or oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items and daily specials, sanitation, team building, and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Ensure that an effective orientation and onboarding program exists in all areas of responsibility, along with consistent professional development and training.

FINANCIAL:

- Coordinates with the Purchasing Department, Accounting Office, and other food and beverage managers to keep appropriate par levels, keep an organized system for inventory, and maintain varied offerings of wine, beers, spirits, and other appropriate beverages.

- Plans and implements the front-of-house food and beverage budget.
- Clearly understand the metrics for the successful attainment of financial goals and objectives in F&B operations.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Oversee data management including dining reservations, covers and average check, menu mix, menu engineering, P&L, and Membership satisfaction.
- Be responsible for the management of all alcoholic beverage inventories and purchases.
- Have a strong sense of urgency and responsiveness, while maintaining quality and integrity of the department's business plan.
- Establish Key Performance Indicators (KPI's) and benchmark progress against these regularly.

CANDIDATE QUALIFICATIONS

- Proven food and beverage management experience in a restaurant/hospitality venue
- Beverage/Sommelier certifications preferred or an individual working towards the designation
- Ability to manage and inspire personnel with a passion for training team members
- Proven ability to work within budgeted targets and goals
- Flexible and adaptable management style
- Excellent communication and leadership skills

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Hospitality Management or related field
- Minimum of 5 years of experience in a high-volume hotel, restaurant, or club operation

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Mr. Mitchell Platt, MCM, CCE, General Manager, and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why Cosmos and the DMV area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Monday, April 18th, 2024. Candidate selections will occur late April with first interviews expected in early May and second interviews a short time later. The new candidate should assume his/her role in late May or early June.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter - Cosmos"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

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