



## POSITION OVERVIEW

Title: Director of Food & Beverage

Reports to: General Manager

Supervises: Food & Beverage Operations

Reports to: Brian Conley, General Manager

**Application Instructions:** Please click on the following link and upload (1) PDF document that includes your cover letter, resume, and any other supporting materials.

<https://sites.google.com/pgahq.com/westpalmparkdirectoroffoodbeve/home>

### Position Description:

The Director of Food & Beverage at The Park West Palm will inspire a team with enthusiasm and passion while embracing the mission of the West Palm Community Golf Trust to build a fun, inclusive, and nimble food, and beverage operation.

The Director of Food & Beverage will have an endearing and engaging presence to foster a culture at The Park that welcomes everyone and permeates a fun environment for staff and guests alike. They will lead with integrity in establishing high standards of service, setting clear goals, recognizing their team's successes, and communicating decisions clearly. The perfect candidate will be excited for the opportunity to build a novel and fluid food and beverage operation in an exciting market. The Director of Food and Beverage will be responsible for hiring, training, and coaching a staff to live by The Park's Core Values and Give Back to the Game of Golf.

As an extension of The Park's reputation in the community and the golf industry, the ideal candidate must be driven, compassionate, and enthusiastic, and must comprehend the "Why" and mission of the West Palm Community Golf Trust and its Founders.

Specific Duties & Responsibilities, include, but are not limited to:

- Accountable for recruiting, hiring, onboarding, training, coaching, and evaluating all food & beverage operations employees to develop a diverse work force comprised of local, national, and international talent that supports the culture at The Park.
- Work collaboratively with the General Manager in establishing initial hiring, training and operating guidelines and procedures that encourage a positive work/life balance for the staff.
- Design and implement a team performance strategy that invests time and tracks their priorities, strengths, and needs. Encourage the team's potential through meaningful challenges and goals. Listen to staff, feel energized in their presence, and genuinely want to learn from them.
- Strive for continuous improvement in the food & beverage operations related to service, quality, staffing, and financial management.

- Learn and comprehend the EOS business system and actively participate in the facilities adoption of this model.
- Attend weekly Leadership L10 meetings and organize and conduct weekly Food and Beverage Operations L10 meeting structure under the EOS system.
- Understands the financial connection between customer service, food quality, portion control, cost of sales, and payroll dollars, as they relate to the net income of the restaurant.
- Develop and manage the fiscal performance for all food and beverage areas including planning, forecasting, budget development, management, and taking corrective measures with the approval of the General Manager.
- Plan all menus with the General Manager to develop standards that ensure consistency in execution of taste and presentation of all food and beverage offerings.
- Ensure all restaurant staff are familiar with ingredients, preparation, and flavor profile of all food and beverage.
- Create and communicate a vision for ambiance including proper lighting, floor plans, and music selections for all customer locations.
- Build a full inventory of all food and beverage items for property and demonstrate a firm understanding of cost of goods sold.
- Complete and submit an accurate inventory count each month.
- Represent The Park in a professional and positive manner both on and off property.
- Stay current on trends in food and beverage including innovation, and staffing, and bring forth new ideas as The Park evolves.
- Maintain accurate financial records and reporting cadences as directed by the General Manager.
- Establish excellent relationships with vendors and negotiate contracts.
- Maintain a clean, safe, and operational facility as it relates to equipment maintenance, pest control, and general property upkeep.
- Develop and implement full cleaning responsibilities for food and beverage areas and delegate appropriately to internal staff or contract labor.
- Determine and maintain all smallware needs for the food and beverage operation including, but not limited to, glassware, silverware, china, linens, paper and plastics, and kitchen supplies.
- The Director of Food and Beverage will be highly skilled in their profession; however, their impact on others is required to make them uniquely effective.

#### CANDIDATE QUALIFICATIONS & REQUIREMENTS

- Bachelor's Degree or equivalent professional experience.
- Must be passionate about the hospitality profession.
- Must have the ability to provide extraordinary customer service.
- Must possess advanced beer, wine, and liquor knowledge.
- Must have previous experience or working knowledge of bar and cocktail programs.
- Excellent interpersonal communication skills in both written and verbal formats.
- Must understand the seasonality of the South Florida market.
- Must have full working knowledge of Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint
- Must be proficient with Adobe.
- Must have the ability to target and adapt to changing food, beverage, and labor costs.
- Must have the ability to build and interpret a P&L and form a narrative based on data.
- A willingness to work nights, weekends, and major holidays.
- Ability to follow basic HR protocols as it relates to hiring, performance reviews, discipline, and terminations.

## COMPENSATION

- Competitive base salary commensurate with experience.
- 100% employer provided health insurance
- Paid vacation
- 401K with company match
- Computer and cell phone allowance