



**Job Title: Food and Beverage Director**

**Reports to: Club Manager/General Manager**

**Position Summary:**

The Food and Beverage Director oversees all F&B facets, including leading the F&B team, menu creation, ordering, vendor preference, food production, inventory, and all F&B event planning. The Food and Beverage Director will be an integral part of the success of the Club, Community and a key member of the Management Team. This position requires a highly self-motivated individual, with strong leadership skills, requiring minimal supervision and that can provide professional, high touch service to our Club Members and Guests.

**Essential Job Functions:**

- Effectively lead a department of F&B Managers and employees.
- Exceptional communication skills, with the ability to proactively anticipate and address members' and guests' needs in a professional manner both in person and in any written communication.
- Communicate expectations to staff with diverse backgrounds and positively motivate them to understand and execute these expectations.
- Coordinate across departments to reinforce ICON's vision of delivering "ICONic Service" and memorable actions that benefit the experience for our Members and guest.
- Develop interesting, well-conceived, and innovative ways of promoting events and menu options that bring traffic to the F&B outlets, using relevant marketing techniques and ensuring that the events are well executed;
- Oversee all banquet and social functions, including member sponsored events.
- Proactive responsiveness to member requests for menu selections, events, and needs while creatively finding ways to reasonably accommodate these requests.
- Strong understand of budgeting, projections and financial metrics for successful attainment of F&B operations goals and objectives.
- Ensure Clubs compliance with all health and safety, liquor consumption, and other food and beverage regulations. Keep current on all matters pertaining to the food and beverage industry laws in your respective county/state.
- Own and manage responsibility over all beverage inventory and purchases.
- Actively develop and recruit a successful team and that will produce, positive member experiences with every interaction.
- Develop and enhance training programs that will empower the F&B Team and arm them with tools needed to effectively fulfill their respective duties.
- Manage and oversee F&B personnel's overall conduct, service, and cleanliness standards and overall presentation at the Club.
- Conduct weekly staff meetings with direct reports to keep them informed of necessary and relevant activities and expectations at the club.

\*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed 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. Please speak to your supervisor if you feel that you require accommodation.

**Experience/Background/Knowledge:**

- At least 3 years of proven successful experience as an F&B Director for a Golf Club, luxury hotel, or restaurant
- At least five years of budget management, forecasting, and planning.
- Demonstrated ability of department leadership, problem solving, conflict resolution, and team development.
- Verifiable track of successful financial operations management, including controlling costs and meeting or exceeding projected goals and objectives.
- Excellent knowledge of multi-dimensional F&B procedures, daily operations, menu planning, banquet services, staffing and event planning.
- Strong understanding of inventory management, cost projections, beverage and liquor licensing, consumption pricing & forecasts.
- Has strong understanding Microsoft Office Excel, Outlook and Word and POS systems.

**Education/Certificates/Licenses/Training:**

- Bachelor's degree in culinary /hotel/ restaurant management preferred or 6 years plus experience in F&B Management, Country club or luxury hospitality management.
- Food safety certification required.
- Alcoholic beverage certification is preferred.
- Must obtain any required local and state licenses or certifications.

**Skills:**

- Ability to communicate effectively with managers, guests and employees in one-on-one and small group situations in a fast paced environment.
- Ability to motivate, develop and manage a team.
- Proficiency in MS Office, POS and relevant software.
- Essential understanding of budgeting, inventory and food cost analysis.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands and fingers to handle, or feel; reach with hands and arms, and climb or balance. The employee is occasionally required to sit; stoop, kneel, and crouch; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. At times, may be required to operate a motor vehicle.

**Benefits:**

ICON Management offers benefits to all full-time employees the first of the month following 60 days of employment. The following benefit programs are available to eligible employees:

- Health Insurance with a generous employer contribution
- Vacation
- 401k and employer contribution
- Paid holidays
- Life Insurance
- Short Term Disability
- Employee Assistance Program

Please send resume to Rod Kooker, General Manager:

[RodKooker@thecolonygolfcc.com](mailto:RodKooker@thecolonygolfcc.com)