



INDIAN CREEK COUNTRY CLUB JOB DESCRIPTION

JOB TITLE: Food & Beverage Director

CLASSIFICATION: Exempt

REPORTS TO: General Manager

CLUB HIGHLIGHTS

Indian Creek Country Club is located on a private island in the City of Indian Creek Village, near Bal Harbour and Surfside, Florida. The Club was established in 1928. Maurice Fatio designed the Clubhouse, and William S. Flynn designed the golf course. Through the ages, the leadership of the Club had done everything to maintain the Old World Charm while at the same time keeping current.

The Food and Beverage Director position is year-round and essential in the food and beverage operation and the overall experience for members and their guests. The candidates will need to have a successful background in high-end food and beverage management in private Clubs or the hospitality industry. In addition, this person should have excellent attention to detail and be able to manage long-tenured food and beverage staff. The primary food and beverage operation is from October 15 to the first week in May.

Indian Creek Country Club is recognized as a Platinum Club in America, Platinum Club of the World, and a Distinguished Club receiving the Hallmark of Excellence through the Board Room Magazine. The Club includes an 18 hole golf course, 4 Har-Tru Tennis Courts, Fitness Center, one and a half regulation-sized Croquet Courts, Swimming Pool, and Locker Rooms. Gross revenues are about \$10.5 million in a typical season, with food and beverage revenues of \$2.3 million. The Club has an international membership, and the season is from November 1 to April 30, with events scheduled as early as October 18.

MISSION STATEMENT

To honor and preserve the customs and traditions of Indian Creek Country Club by providing consistently superior service and facilities to all who enter our doors. We will work together as a team to anticipate and fulfill our members and guests needs, insuring that their experience is enjoyable and memorable from the moment they arrive at the Club until their departure. We will guard the assets that have been entrusted to us and have fun while maintaining Indian Creek Country Club as one of the finest Clubs in America.

POSITION SUMMARY: The Director of Food & Beverage will be responsible for the Club's food and beverage operations throughout the Club. Directly supervises the Catering Director, Beverage/Dining Manager and food and beverage service staff, focusing on exceeding the expectations of member and guest satisfaction. The role will also focus on inventory and budget control.



ESSENTIAL FUNCTIONS:

- Develops, monitors performance against budgets; recommends corrective actions as necessary to assure budget goals are attained or exceeded.
- Ensure appropriate forecasting systems are utilized.
- Work to grow member usage in food and beverage revenues.
- Assists in the preparation of beverage and events menu items and pricing to increase profitability.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality and price for food and beverage.
- Knowledge of wine varieties.
- Approves wine lists and promotion programs.
- Ensures accurate charge procedures and standard operating procedures for revenue and cost control are consistently followed.
- Assists the Executive Chef to minimize food costs.
- Responsible for proper accounting and reconciliation of point-of sale revenue.
- Works with the Director of Finance/Chief Operating Officer to establish operating reports and controls of the department.
- Approves and accurately codes all invoices for Accounting Department.
- Recruit, select and develop a qualified staff of Service Excellence Employees to understand the relationships between value, Member service and satisfaction.
- Ensure appropriate onboarding takes place.
- Implement and effectively execute specific training programs timely and consistently to ensure Club staff is providing Members with quality service and product. Responsible for scheduling and/or directing the scheduling of all service personnel and the budgeting of labor costs.
- Plans, coordinates and approves staffing and scheduling needs for events including temporary labor while maintaining labor costs within budget.
- Evaluate functions and dining experience to determine future needs, recommend and implement necessary changes for increased quality.
- Inspects service areas including front of the house, bars, coffee stations and equipment to assure that sanitation, neatness, safety, energy management, preventative maintenance and other standards for the department are met.
- Tracks new products and trends in food service and catering applicable to the Club to determine future needs and implement necessary changes for increased quality and profitability in collaboration with the Executive Chef and Catering Director.
- Responsible to help on the floor when necessary.



- Experienced in banquet set-up and execution.
- Assumes Closing Manager and/or Manager on Duty (MOD) responsibilities when necessary.
- Resolves member and guest complaints and comments as deemed appropriate to the situation.
- Promote positive and open communication within Food & Beverage, as well as other Club departments.
- Conducts pre-function meetings with managers and service staff to ensure smooth, efficient service and ensuring that all service staff are well-groomed and in a clean, proper uniform.
- Ensures all legal requirements are followed including state and local laws for food safety and consumption of alcoholic beverages.
- Enforces and follows established rules, regulations and policies for all staff.
- Responsible for the direction, development, and training of all service personnel, to maintain a high level of service as well as ensure that the Club adheres to the standards that have been set forth by Indian Creek.
- Respects and upholds member policies, rules and traditions and communicates same to staff.
- Audits and approves weekly payroll.
- Attends Leadership team meetings to review upcoming business and to collaborate to continually develop quality and team professionalism.
- Responsible for all menus being up to date, neat and clean, and that all personnel has up to date menu descriptions.
- Oversee purchasing of all small wares, glassware, china, silver, linen, and all other necessary items for the restaurant.
- Performs other tasks as directed by the General Manager.

INTELLECTUAL DEMANDS:

- Proficient in all aspects of cost controls and operating procedures.
- Food Handlers Certificate and Alcohol Safety Certificate
- Strong interpersonal and communication skills, both written and verbal.
- Must display excellent personnel management and member service skills along with a passion for the service industry.
- Good judgment and sound decision-making skills, resolving problems in a timely manner.
- Detail oriented with the ability to exercise good time management skills.
- Ability to delegate, supervise employees, and provide feedback to improve performance.



- Strong computer skills required: Microsoft Word, Excel, Outlook.
- Jonas Club software knowledge preferred.
- Must be available nights, weekends, and holidays.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Occasionally, some work is performed outdoors with the potential of exposure to hot and cold temperatures.
- Required to sit and stand for long periods as well as walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach. Continuous repetitive motions.
- Push, pull or lift up to 50 pounds.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Furthermore, the Club employs all individuals at will and as such there is not any guarantee or contract for any term and or condition of employment.

BENEFITS

Base Salary Range: \$90K - \$110K plus a Performance Bonus

Vacation: 2 weeks plus 6 days PTO

Full Benefit Package: Basic health insurance, vision and dental

Life Insurance

PLEASE SEND RESUMES TO:

Clarece Depkin, CMP

General Manager

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Indian Creek Village, FL 33154

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