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DIRECTOR OF FOOD & BEVERAGE PROFILE: INDIAN HARBOR YACHT CLUB GREENWICH, CT

THE DIRECTOR OF FOOD & BEVERAGE OPPORTUNITY AT INDIAN HARBOR YACHT CLUB

A special opportunity exists for candidates with a successful track-record of leadership and high-quality food and beverage operations management in private clubs or high-end establishments in the hospitality industry. We are conducting the Director of Food & Beverage (DFB) search for Indian Harbor Yacht Club in Greenwich, CT. The successful candidate will be an integral part of a high-performing team at a club recognized for its innovations, quality work environment, and focus on continually 'raising the bar' for its members and staff.

The primary focus of the role is on the overall member/guest experience, which is of utmost importance to the fabric of the Club. The ability to consistently "look forward" in planning, innovations, organization, and overall departmental leadership is a critical skill set required for success in this position. Equally important is the ability to intuitively embrace the need to be visible and highly interactive with the members and staff; leadership in this area begins and ends with communication, approachability, and accessibility.

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

INDIAN HARBOR YACHT CLUB

Indian Harbor Yacht Club was founded in 1889 by dedicated sailors' intent on being part of the thriving sailing community on Long Island Sound. The club's mission was to encourage and foster the sport of yachting, the art of yacht design and construction, and the science of seamanship and navigation. That mission holds true today as members continue to excel on the racecourse, embrace the pleasures of cruising and enjoy the camaraderie of fellow members.

The current clubhouse was designed in 1919 by noted American architect Henry Pelton and completed by the Charles Wills Construction Company in 1920. Since 1890 IHYC members have excelled in sailing at all levels, including fleet racing, one-design racing, and ocean racing. Members have won the Transatlantic Race, the Fastnet Race and the Southern Ocean Racing Circuit. IHYC members have entered over 300 boats in the Newport to Bermuda Race since its inception and have been overall winners four times. Members have also won the American Power Boat Championships four times. In addition, the Junior Sailing Program, started in 1924, continues to encourage young mariners to develop skills that will encourage a life-long appreciation of the water. As Indian Harbor Yacht Club continues a second century of sailing, it is proud to be a founding member of the National Sailing Hall of Fame.

In addition to boating and yachting, Indian Harbor has built its reputation on offering exceptional dining opportunities for its members and guests. With panoramic views of Long Island Sound members enjoy multiple venues from patio casual to formal dining that are an important part of the social fabric of the club. Major annual club events such as the Christmas Ball, Father's Day Boat Show and the Commodore's Champagne Brunch round out the membership experience at this historic club property.

INDIAN HARBOR YACHT CLUB BY THE NUMBERS:

- 434 Members all categories
- \$5.8M Total Revenue
- \$25,000 Initiation Fee

- \$7,155 Annual Dues
- \$2.7M Food and Beverage Revenue
- 80 FTE Employees off season + 48 seasonal
- The Club is organized as a 501(c)(7) and is a not-for-profit corporation
- The average age of the members, at present, is 60
- POS System is Jonas

INDIAN HARBOR YACHT CLUB WEBSITE: www.indianharboryc.com

DIRECTOR OF FOOD & BEVERAGE JOB DESCRIPTION

The Director of Food & Beverage (DFB) is a senior level position who works closely with and reports to the General Manager, and indirectly to the Assistant General Manager. The Director of Food & Beverage (DFB) is ultimately responsible for all clubhouse food & beverage service operations on a daily basis. Being the “public face” of these operations, the DFB must have 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. A most critical relationship is that with the Executive Chef, ensuring collaborative and harmonious interactivity between front and back of house operations.

CANDIDATE RESPONSIBILITIES

- Spearhead Food & Beverage Operations including budgeting, hiring, coaching, training, orientations, and creating a culture of teamwork. Supervise associates to ensure all is done in accordance with approved Club policies and compliant with governmental regulations.
- Maintain a highly visible and respectful presence with membership — be an exceptional communicator, have adroit interpersonal skills, and the maturity to instinctively know how to treat members and guests with a high-level of service. He or she must be able to communicate these expectations to a staff with diverse backgrounds and motivate them positively to understand and execute to those expectations.
- Oversee all dining areas to ensure smooth operations, high levels of member and guest satisfaction, quality food products and exemplary service in conjunction with the Executive Chef.
- Develop and implement marketing programs to increase dining room, banquet, and general participation in F & B related activities.
- Recruit, select, train, and oversee staff.
- Work with team to plan and ensure that special club events are well-conceived and executed.
- Oversee all banquets and social functions, including member and member sponsored events
- Manage operating budget.
- Create content to be used in member communications via email, website, and traditional publications.
- Develop and monitor plans, budgets and procedures to provide direction and controls for food and beverage operations; implement corrective procedures as necessary to help ensure that budget goals are attained.
- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage regulations. Keep current on all matters pertaining to the food and beverage industry.
- Manage all alcoholic beverage inventories and purchases.
- Create and execute all beverage menus with an emphasis on growing the wine program.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Evaluate personnel on a regular basis, ensure that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the clubhouse facilities.
- 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.

- Hold weekly staff meetings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club.
- Provide resources necessary to allow employees to perform their jobs effectively and create an exceptional ambience for members and guests.
- Take personal ownership of his or her area of responsibility, with special attention to the physical plant and overall appearance of the operation and understand the need to be consistently “member ready” in both appearance and service.
- Coordinate with all relevant member committees that are related to F&B.

CANDIDATE QUALIFICATIONS

- A minimum of 4 years of Food and Beverage experience at a senior level, showing progressive responsibility in a private club, resort, hotel, and/or similar service/hospitality environments.
- Strong work ethic and experience in successfully managing and supervising diverse teams.
- Possess a high level of emotional intelligence.
- Demonstrated organizational skills, attention to detail, ability to adapt to various situations quickly.
- Experience with Microsoft Office Suite, Jonas, and other POS systems.
- Knowledge of accounting procedures and budgeting

EDUCATION

- Bachelor’s Degree from a four-year college or university with a focus in Business and/or Hospitality Management and/or equivalent experience in a related hospitality environment is required.
- Relevant Food & Beverage Certificates and training.

CLUB COVID REQUIREMENTS

This club does not require staff to be fully vaccinated as a provision of employment. If not vaccinated a mask is required.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club, along with the typical CMAA benefits, offers an excellent bonus and benefit 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 Indian Harbor Yacht Club search committee/Mr. Steven Levy, Commodore 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 IHYC and the Greenwich 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, February 21, 2022. Candidate selections will occur early March with first Interviews expected in late March 2022 and second interviews a short time later. The new candidate should assume his/her role in late April.

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

“Last Name, First Name Resume” &

“Last Name, First Name Cover Letter – Indian Harbor Yacht Club”

(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 Katy Eliades: katy@kkandw.com

Lead Search Executive:

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