

**Company:** Sea Oaks Property Owners Association, Inc.  
**Location:** Vero Beach, FL  
**Job Title:** Food and Beverage Director  
**Department:** Beach Club and Tennis Food and Beverage  
**Report to:** General Manager/COO  
**Supervises:** All staff Front and Back-of-the-House staff

### **Responsibilities:**

We seek a highly skilled and experienced Food and Beverage Director to oversee the food service operations of our beautiful oceanfront Club. As the Food and Beverage Director, you will work in a high-end private member-exclusive Club. You will be responsible for managing all food and beverage service and delivery systems for the Club. You will directly supervise all Front and Back-of-the-House staff. You will also be responsible for planning and implementing budgets, hiring, training, and supervising staff.

### **Required Qualifications & Skills:**

- Bachelor's Degree in Hospitality Management or MBA
- Minimum of 5 years of demonstrated success in an F&B operational leadership role in a multi-unit environment
- Serve Safe Management training
- TIPS® Alcohol Server Training
- Documented track record of managing and leading efficient and effective food and beverage operations, services, and programs
- Documented track record of successfully developing, managing, and implementing organizational, operational, and system changes to promote operational growth in a fine dining environment.
- Demonstrated proficiency in a restaurant, banquet, and bar: services, sales, and controls.
- Demonstrated advanced knowledge of food production forecasting, waste management, and yield management.
- Exceptional service mindset.
- Demonstrated a methodological and systematic approach to problem-solving, identifying system and operational defects, creating solutions, and implementing improvements.
- Demonstrated ability to drive continuous process improvement
- Strong technology systems experience, including proficiency in Point of Sales, Scheduling, Procurement, and Microsoft (Word and Excel)
- Demonstrated proficiency in procurement and inventory control systems and operations: methodology, configurations, functions, policies, and procedures.
- Demonstrated **strong financial acumen**, including experience in P&L Management, budgeting, forecasting, controls, and financial performance optimization
- Demonstrated experience driving effective and meaningful training, people development, and mentorship.
- Demonstrated excellent verbal and written communication skills.
- Highly self-motivated, with a strong work ethic and a continuous improvement attitude; ability to suggest and implement best practices.

- Excellent relationship and trust-building skills with the ability to communicate and collaborate cross-functionally - a professional image that inspires trust and confidence.
- Experience leading and managing leaders
- Member of CMAA
- Private Club experience
- Experience with Club software systems (ie Northstar)

**Required Qualifications:**

We offer competitive compensation and benefits packages for the right candidate. If you are passionate about food service and have the skills and experiences we are looking for, we would love to hear from you.

**Salary and Benefits:**

Salary is commensurate with qualifications and experience. The club offers an excellent benefits package, including association membership.

**To apply:** email your resume and cover letter to [Renee@seaoaksb.com](mailto:Renee@seaoaksb.com)

**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.