



Candidate Profile

Food & Beverage Director
Stoneybrook Golf & Country Club
Sarasota, FL
www.stoneybrook.net

Position Summary

Stoneybrook Golf & Country Club is looking for a dynamic, visible, and accessible leader to manage all food and beverage operations, cost controls, labor management and development of revenue generating programs for a la carte, banquet, and special events. A friendly, outgoing personality is a necessity as is a strong working knowledge of what constitutes a “premier Club experience” and the ability to deliver it. The Director of Food and Beverage reports to the General Manager and supervises the Restaurant and Grille Room personnel.

The ideal candidate must be able to motivate and direct a staff to exceed the expectations of the membership and guests. They will have a verifiable track record of successfully leading and growing a premier food and beverage operation including building revenues, controlling costs and meeting or exceeding planned and budgeted bottom line goals and objectives.

About Stoneybrook Golf & Country Club

The club is located on Palmer Ranch, which is a gated community offering an active lifestyle destination for vacation getaways, snowbirds, year-round living and investment. Stoneybrook is a bundled golf community where membership and golf privileges are included with every home purchase. We offer a challenging Arthur Hills designed golf course and Har-Tru tennis courts. Other amenities include a well-equipped fitness center, heated swimming pool, and bocce ball courts.

Conveniently located in Sarasota on Florida’s southwest coast within a one-hour drive of 3 international airports and 10 minutes of world class dining and shopping as well as Siesta Key Beach, consistently rated as the number one beach in the United States. In 2019, US News and World Report rated Sarasota as one of the top 20 places to live in America, and #1 in Florida.

Stoneybrook takes great pride on offering excellent service and exquisite menus created by our Executive Chef, Zeke Wentworth. We invite you to join us for an amazing dining experience whether it is for a date night or a special event!

Stoneybrook boasts an 18-hole championship golf course and practice facility. With a \$3 million renovation completed in 2018, including a state-of-the-art irrigation system, our meticulously maintained golf course is the showpiece of our community. Designed by world-renowned architect Arthur Hills, the course has elements of the community’s 165 acres of ponds, wetlands and natural areas come into play on 17 of 18 holes. Golfers of all abilities can enjoy the challenge, beauty and abundant wildlife from their choice of six tee placements.

The club is a member-owned semi-private club located in Sarasota Florida. The club has 894 full golf members and 46 social members. Stoneybrook is a bundled CIRA club.

Gross revenues are \$7.8M. Food & Beverage revenues \$1.7M, derived from a la carte dining, private member parties and member-sponsored banquets. Food & Beverage staff is 40 in season in season, 27 off-season. The club can host an event for up to 200 people. Additionally, there are two smaller party rooms.

Position Overview, Responsibilities and Knowledge Required

- A. Serves as Food & Beverage Manager of the Club for all aspects of the day-to-day service of the Restaurant and Grille Room in the Food and Beverage Department. Promotes positive relationships between the Club and its members, guests, transferees, employees, community, government, and industry.**
- Help plan and approve external and internal marketing and sales promotion activities for the food and beverage department.
 - Manage the long-range staffing needs of the department.
 - Address member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- B. Recommend, implement, and monitor the annual operating budget and capital budgets of the Food and Beverage department as well as the long-range planning for capital. Collaborate with Executive Chef in developing an operating budget for the department to include revenue and expenses for purchasing procedures and staff allocation. Consistently review and revise budget based on actual and projected revenue and expenses to meet budget goals.**
- Assure that all standard operating procedures for revenue and cost control are in place and consistently utilized.
 - Work with the Executive Chef and F&B Committee to produce and implement appropriate menus for all outlets and special events.
 - Consult with the Executive Chef, Dining Room Managers, and other applicable club administration daily to help assure the highest level of member satisfaction at minimum cost. Contact concerned guest and advise the action taken when concern pertains to service issues.
 - Serve as an ad-hoc member of appropriate club committees.
 - Assist in planning and implementing procedures for special club events and banquet functions.
- C. Supervise the activities of all restaurant and beverage managers, and support staff. Develop and implement operating procedures.**
- Help plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff.
 - Food & Beverage Manager, or designee, will schedule all Category 1 events. Preparation time will be included as a separate item in the calendar.
 - Monitor purchasing and receiving procedures for products and supplies to ensure proper quantity, quality, and price for all purchases.
 - Audit and approves weekly payroll.
- D. Monitor the quality of restaurant products and services to ensure maximum member, guest, and employee satisfaction:**
- Ensure that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
 - Establish quantity and quality output standards for personnel in all positions within the department
 - Develop on-going professional development and training programs for food service and bar production/service personnel.
 - Monitor employee dress codes according to policies and procedures.
 - Ensure that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
 - Greet guests and monitor actual service on a routine and random basis.
 - Ensure that all members and guests feel welcome and are given responsive, friendly, and courteous service at all times.
 - Ensure that an accurate reservation system is in place
 - Help develop wine lists and bottle/glass wine sales promotion programs.
 - Approve all entertainment.
 - Ensure timely correspondence with all catering guests including inquiry, follow-up, contracts, billing, and thank you letters.

E. Secures and protects all restaurant and food preparation facilities, equipment, and other assets.

- Inspect to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Develop and implements policies and procedures for food and beverage departments.
- Ensure correct handling procedures to minimize china and glassware breakage and food waste.
- Maintain appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Approve all product invoices before submitting to the accounting department.
- Manage the physical beverage inventory verification and provides updated information to the accounting department.
- Responsible for the proper accounting and reconciliation of the Point-of-Sale systems and member revenues.
- Maintain records of special events, house counts, food covers and daily business volumes.

F. Establishes Goals and objectives in collaboration with the Executive Chef and Club Management that are consistent with goals and objectives established by the Board. Reviews goals annually and modifies annually and as needed to contribute to the efficiency of the Food and Beverage Department and the Club.

- Research new products and develops an analysis of the cost/profit benefits.
- Develop interesting ways of promoting club functions in the dining room, Grille Room, and other outlets.
- Work closely with the Social Committee in Calendar Event mapping and type of Event planning as well as entertainment suggestions.
- Take an active role in the design and implementation of statistical collection and evaluation related to breakage, service times, \$ per person-hour and other management information.
- Post guest comments and pertinent statistical information to share with staff.

Educational Qualifications

- A Bachelor's or Associates Degree from a four-year university or college is desirable, preferably in Hospitality Management.
- In lieu of the degree; substantial high-end, private club or hospitality experience may be considered.
- Minimum of 3 years Food and Beverage management experience with responsibility for departmental P/L, revenues of over \$1.5 million and 50+ employees

This position is required to work a varying schedule based on the Club's need. This schedule will include nights, weekends, and holidays.

Competitive Compensation & Benefits

Compensation of Base Salary and Annual Performance Bonus is commensurate with qualifications and experience. Benefits include Medical, Dental and Life Insurance, Vacation, 401(k), continuing CMAA education. Stoneybrook is dedicated to support the needs of our team through our commitment to the family/work life balance, providing development opportunities, free employee meals, staff activities and events, and a team atmosphere.

Qualified applicants please send resume with cover letter to:

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