

Position: Food and Beverage Director



Suntree Country Club is looking for a Food and Beverage Director who will work towards developing a solid food and beverage team (front and back of the house) that provides a consistently exceptional experience for our members and their guests.

The Club requires a Food and Beverage Director who will impart best practices into the service operation, which will include an emphasis on strong training programs that will result in high service standards. The Food and Beverage will report directly to the General Manager

Responsibilities:

- Manage all aspects of the front of the house and back of the house food and beverage programming and service training. The implementation and execution of outstanding, club-level service is a key responsibility of this position. Food and beverage operations include: a la carte dining room, pool bar, patio bar, snack bar, member events, and holiday functions.
- Develop and implement an effective training program for new staff and professional development training for experienced staff to ensure the highest standards are executed and maintained at all times in regard to service, safety, programming, and professionalism.
- Plans and manages staffing (scheduling) and job descriptions/specifications for all department staff, including long-range staffing needs.
- Coordinates with the Director of Catering for banquet set up and staffing requirements.
- Ensures that all legal requirements are consistently adhered to, including wage and hour, federal, state and/or local laws pertaining to personnel, food handling and alcoholic beverages.
- Maintains contact with members, ensures greatest member satisfaction, oversees member services and events, receives and resolves complaints from members, guests, and staff within their department.
- Promote maximum usage of the Club's dining and banquet venues by providing excellent service in an environment that is consistent with our overall Club culture.

Required Qualifications:

- Bachelor's Degree in Hospitality Management, Business Management, or related field highly recommended. In lieu of a degree, extensive related experience in private club, hotels, or fine dining restaurants is required.
- Must present a neat and professional appearance (appropriate for the position) at all times and possess a pleasant personality.
- Must possess excellent communication skills and the ability to communicate clearly to staff to ensure completion of duties and member satisfaction.
- Must be able bend, stoop and lift as needed appropriate for the position.

Club supervision requires a unique set of skills and attributes in order to ensure success. The pace and variability of operating our food and beverage department dictates a need for quick decision-making between all functions. Ability to foresee unexpected changes in dining room attendance move staff to appropriate outlets as needed.

Position: Food and Beverage Director

The Food and Beverage Director must be knowledgeable of all aspects of food, beverage, and dining room operations. Essential skills needed are excellent customer relations, planning and organizing the food and beverage operations, wine knowledge, social knowledge, staff supervision, training, written and oral communications, inventory management, time management and computer literacy.

The challenges encountered in this position range from maintaining a motivated staff to adapting to the changing needs of a dynamic membership base. These challenges vary in their complexity but can usually be resolved by eliciting feedback from sources such as Club Manager's Association, trade publications, subordinates and even Club members. These situations will arise suddenly and must be met expeditiously.

This job description is not intended to be all-inclusive. Suntime Country Club reserves the right to revise or change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Email Steve Lamontagne, General Manager directly at steve.lamontagne@suntime.com