



**DEPARTMENT:** Food and Beverage  
**JOB TITLE:** Assistant Food and Beverage Director  
**REPORTS TO:** Director of Food and Beverage  
**STATUS:** Exempt

#### **JOB SUMMARY**

A special opportunity exists for candidates with a successful track record of leadership in private club food and beverage operations. We are searching for an Assistant Food and Beverage Director to join a club recognized for excellent service and member experience. Responsibilities include management of the dining services staff according to prescribed policies and procedures with a focus on the overall member/guest experience. The Assistant Food and Beverage Director reports directly to the Director of Food & Beverage. This position coordinates the smooth operation and interrelations of the Food and Beverage Department with the Membership.

#### **DUTIES AND FUNCTIONS**

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- Oversee the recruiting, hiring, and development of team service personnel. Oversees and implements a comprehensive and ongoing training program complete with up-to-date training manuals to ensure exceptional service in all parts of the club's operation. Facilitates monthly/annual performance reviews.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented. Develops ongoing training programs for food and beverage personnel.
- Holds clear and direct pre-function meetings with team members to ensure smooth, efficient service,
- Participates in weekly F&B team meetings to ensure that high standards of food and service excellence are maintained.
- Instills the concept of being "team players" in all employees. Continue to coach, counsel, and evaluate departmental staff.
- Functions as an administrative and communication link within the department.
- Coordinate and create the Service Team schedule weekly in accordance with service standards, budget, and needs of the club, in both banquet and a la carte.
- Monitors the service department budgets monthly and takes corrective action as necessary to assure the goals are attained.
- Responsible for all service labor costs and maintains them within the constraints of the budget and through close coordination and with approval from the Director of Food and Beverage.

- Ensure that proper billing, package/consumption/cost reports have been completed at the end of an event.
- Monitors payroll (timing and schedule) records to control overtime and maintain labor costs within budgetary guidelines and in conjunction with the Director of Food and Beverage.
- Assists Director of Food and Beverage and Bar Manager with beverage costs relative to budget.
- Assist in the completion of the monthly beverage inventory to ensure all cost control systems are in place.
- Assists in the purchasing, receiving, safekeeping, and disbursement of food and beverage, operating supplies, and equipment to maximize quality and profitability.
- Hands-on approach and leads the staff by example. Must be approachable to staff, members, and guests. A "people person" by nature, comes to view the role as one of the key faces of the club.
- A sharp eye for detail in the overall management of the operation. Maintains a clean, neat, and organized appearance of the Club. Ensure that all staff are well-groomed and in proper uniform.
- Develops and maintains Standard Operating Procedures for service operations and sees that it is adhered to consistently.
- Understands and abides by Club policies and departmental procedures. Suggest changes and may direct the implementation of change.
- Disseminates information and coordinates activities between departments on a timely basis. Serve as liaison between the dining venues and kitchen staff.
- Personally, handles Member and guest complaints and comments regarding service or food received through Staff, Humm, email, or member survey. Sharing feedback and corrective action with the team.
- Keeps the Director of Food and Beverage, Assistant General Manager and General Manager informed of all potential problems and activities related to the smooth operation of the Club operations.
- Ensures all legal requirements are consistently adhered to, including wage and hour and federal state and/or local law pertaining to alcoholic beverages.
- Inspects to ensure safety, sanitation, energy management, preventative maintenance, locking procedures, and other such standards are consistently met.

*The above description reflects on the general details considered to describe the principle functions of the job. This is not a detailed description of all the work requirements that may be inherent in the job. Management reserves the right to alter the above requirements at any time*

## QUALIFICATIONS

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### **Education, Skills, and Experience:**

- Five (5) years' experience managing food and beverage in a resort, hotel or Club and/or golf club
- Wine, beer, and liquor knowledge are key
- Knowledge of food, beverage, banquet setup and service trends.
- Food & Beverage Cost, Accounting, Menu Design, Marketing and Promotions
- College education preferred
- Must possess excellent leadership and management skills.
- Must possess excellent oral, written, and interpersonal skills.
- Must possess the ability to interact with members and staff on all levels in a professional, positive, and friendly manner.
- Position requires a highly professional demeanor, adaptability, flexibility, and adherence to a strict level of confidentiality.
- Proven success with marketing and increasing sales in dining rooms.
- Proven success with labor and operational costs according to budgeted targets.
- Ability to adhere to food and beverage service policies, procedures, and safety and sanitation.
- Ability to comprehend and carry out instructions.
- Ability to work as a team player and always maintain a professional appearance
- Ability to work all shifts, days, nights, weekends, and holidays.
- Ability to read, write, see, speak, and hear English.

**If you are interested, please submit your resume  
via email to [nbrisk@sawgrasscountryclub.com](mailto:nbrisk@sawgrasscountryclub.com)**