



Date Posted

2/5/2024

Job Title

Food and Beverage Director

Brief Job Description

The Food & Beverage Director is responsible for all food and beverage operations, service, and presentation for the Club. This position will be the face of service at the Club and requires a hands-on positive leadership style to be successful. The Food & Beverage Director reports to the General Manager/COO and works in conjunction with the Executive Chef and Event Director. Direct reports include: Foodservice Managers, Dining Managers, Bar Manager, Sports Center Manager, kitchen team and all front-of-house staff.

DUTIES

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:

- Plan and implement effective orientation and training for new staff as well as professional development activities for experienced staff.
- Develop and implement all policies and procedures for the front-of-house operation, collaborating with Executive Chef for all kitchen policies and procedures.
- Schedule and manage all front-of-house staffing needs throughout all dining venues.

- Adhere to and utilize all standard operating procedures for revenue and cost control.
- Work in conjunction with the Executive Chef to develop menus for all dining venues and banquet events.
- Ensure that all legal requirements are consistently adhered to regarding federal, state, and local alcohol service laws.
- Research new products and techniques that stay relevant to industry trends.
- Consult with the Executive Chef and other applicable Club management to ensure the highest level of member satisfaction is achieved.
- Address member concerns and advise the General Manager about appropriate corrective action in a timely manner.
- Maintain appearance, upkeep, and cleanliness of all front-of-house spaces.
- Manage physical inventory verification of all front-of-house capital assets and provide updated information to the Accounting Department.
- Consult with the Executive Chef and Event Director to maintain detailed records of member events, banquet events, food covers and menu preferences.
- Manage the point-of-sale system in the dining venues to ensure accuracy in pricing and items is being met.
- Responsible for developing two operating budgets for both clubhouse and sports center.
- Work in conjunction with the Event Director in researching, recommending, and managing entertainment in the dining venues.
- Internally promote upcoming Club social events to the membership.
- Responsible for the development and promotion of wine, beer, spirit, and beverage offerings.
- Work in conjunction with the Event Director on the development of interesting Club functions in the dining venues.
- Assist in planning and implementing procedures for special club events and banquet functions.
- Ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Welcome members and oversee actual service on a routine basis.

## Candidate Qualifications

### QUALIFICATIONS

- 5+ years management experience in the Club/restaurant/hospitality industry.
- Extensive wine and spirit knowledge
- Ability to operate a POS (Point of Sale system) and Microsoft Systems

### Educational Requirements

- B.A. in a Hospitality or Business-related field or work experience equivalence

### Date Position Available

- Immediately

### Salary Range

- \$75,000.00 to \$94,999.00

### Other Benefits

- Competitive salary
- Club contributed retirement.
- Medical, Dental and Vision insurance, LTD and STD
- Paid vacation and holidays
- Paid continuing education and professional dues.
- Monday golf privilege
- EOY Bonus Incentive

Please send resumes to:

Jerry Geiger

General Manager, Chief Operating Officer

Green Bay Country Club

[jgeiger@greenbaycc.org](mailto:jgeiger@greenbaycc.org)

2400 Klondike Road

Green Bay, WI 54311