

# Job Description

## Food & Beverage Director

---

---

**DEPARTMENT:** Food & Beverage

**SUBORDINATE STAFF:** Dining Room Manager, Bar Manager, Banquet Captain, and Outlet Manager

**REPORTS TO:** General Manager

**EXEMPT:** Yes

Being classified as "exempt" infers an employee in this position is not subject to the IWC Wage Order sections pertaining to overtime, minimum wage, record keeping, uniforms and equipment, cash shortage and breakage, meal periods, and rest periods. This means that although an employee in this position may be required to work in excess of 40 hours in any given week to perform their job duties, they will not be eligible for overtime pay or other additional compensation.

**POSITION SUMMARY:** Responsible for all food and beverage production and service for the club.

---

---

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

- Develop an operating budget for each of the department's revenue outlets.
- Ensure that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspect to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Ensure that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Manage the long-range staffing needs of the department.
- Approve the menus proposed by the Chef for all outlets and special events.
- Ensure that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
- Research new products and develops an analysis of the cost/profit benefits.
- Develop and implement policies and procedures for food and beverage departments.
- Review new techniques for food preparation and presentation in a manner and variety to maximize member and guests satisfaction and to minimize food costs.
- Consult with the chef and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost.
- Develop on-going professional development and training programs for food production, and service and bar production/service personnel.
- Address member and guest complaints and advise the General Manager about appropriate corrective actions taken.

- Maintain appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Approve all product invoices before submitting to the accounting department.
- Manage physical inventory verification and provide updated information to the accounting department.
- Responsible for the proper accounting and reconciliation of the POS (Point of Sale systems) and member revenues.
- Maintain records of special events. House counts food covers, and daily business volumes.
- Ensure that an accurate reservation system is in place.
- Audit and approve weekly payroll
- Approve all entertainment.
- Supervise the remodeling, refurbishment, and other building design enhancements applicable to food and beverage service.
- Promote, advertise, and market the club's social event facilities and capabilities to all members.
- Help member clients arrange banquets, luncheons, meetings, weddings, dances and other social functions.
- Coordinate event planning with serving and housekeeping staff; arrange for printing of menus, procuring of decorations, entertainment and other special request.

**MARGINAL DUTIES:**

- Assist with planning and approving of external and internal marketing and sales promotion activities.
- Development and promotion of wines lists and bottle/glass wine sales promotion programs.
- Consistently training and advocating handling procedures to insure minimal china breakage and food waste.
- Develop interesting ways of promoting club functions in the dining room, lounge and other outlets.
- Serve as an ad-hoc member of appropriate club committees.
- Assist in planning and implementing procedures for special club events and banquet functions.
- Monitor employee dress codes according to policies and procedures.
- Greet guests and oversee actual service on a routine, random basis.
- Monitor purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able physically perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Strong interpersonal communication skills are a must, as with the ability to thrive in a high stress environment and accommodate constant event order changes throughout the execution of event.

**EDUCATION and/or EXPERIENCE:**

B.A. in Business Administration or Hospitality and four to eight years' management experience in the restaurant/hospitality industry.

**CERTIFICATIONS, LICENSES, REGISTRATIONS: N/A**

**OTHER SKILLS AND ABILITIES:**

- Ability to follow policies and procedures.
- Ability to operate a POS (Point of Sale system), fax, copier, computer/printer, and telephone.
- Ability to communicate clearly verbally and in writing.
- Demonstrate good listening skills.
- Demonstrate good organizational and management skills.
- Ability to multi-task in a stressful environment.
- Ability to identify with "from house" and "back house" issues and resolves them in a timely manner.

---

---

**PSYCHOLOGICAL DEMANDS OF THE JOB:**

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee spends 2/3 or more of the total time on the job:**

- Changing priorities.
- Being interrupted.
- Juggling multiple tasks.
- Working as part of a team.
- Interacting with people from other departments.
- Interjecting ideas and options.
- Paying attention to detail.
- Having to "think on my feet".
- Building rapport with members & guests.
- Dealing with a "fast-paced" environment.

**Employee spends 1/3 of the total time:**

- Working independently.
  - Communicating with irritated and demanding people.
- 
- 

**PHYSICAL DEMANDS OF THE JOB:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Regularly (2/3 or more total time) required to:**

- Use hands to finger, handle, or feel objects and controls such as those on telephones, adding machines and computers.
- Talk and hear in person and on the telephone.
- Reach with hands and arms, grasp objects, push/pull approx. 10-50 pounds, twist the upper body, rotate the wrist, and use finger dexterity writing and using the computer.

**Frequently (1/3 to 2/3 total time) required to:**

- Kneel, squat, bend and lift in assisting dining room needs.
- Sit for several hours - up to 5 hours at a time per shift.

**Occasionally (up to 1/3 total time) required to:**

- Stand for several minutes up to 3 hours at a time per shift.
- Walk for a distance of 10 to 40 feet, up to 3 hours at a time per shift.
- Climb stairs.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

---

---

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. The majority of work is performed in an office setting.

**EQUIPMENT USED:**

**Regularly:**

POS (Point of Sale System)  
Telephone  
Copier  
Computer and printer  
Adding machine  
Fax machine

**Occasionally:**

Wine Opener  
File Cabinet  
Stapler/Staple Remover