



## Sedgefield Country Club Director of Food & Beverage

### **Position Overview**

Sedgefield Country Club is seeking a Food & Beverage Director to join our team. The Director will be part of an exceptional management team, entrusted with the food and beverage management of the day to day operation. As an active member of the management team, this position works hand in hand with all departments of the Club as well as with McConnell Golf's Corporate Staff. The position reports directly to the club's General Manager as well as to the Corporate Management team from time to time. Compensation commensurate with experience.

This position offers outstanding benefits including medical, dental, vision, life, 401(k), paid time off, and a daily complimentary staff meal.

Sedgefield Country Club is a McConnell Golf Property. To learn more about the club, please visit our website at [www.sedgefieldcc.com](http://www.sedgefieldcc.com).

To learn more about McConnell Golf, please visit [www.mcconnellgolf.com](http://www.mcconnellgolf.com).

### **Responsibilities**

The primary job duties required by the position include but are not limited to:

- Member Services, first and foremost.
- Develops and updates, as needed and in cooperation with the executive chef, food and beverage menus that include items that will provide consistent quality and value for members and guests, that also addresses changes in members' and guests' tastes and industry trends; that are operationally practical for our facility and staff and that contribute to the financial goals of the business.
- Hires, trains and supervises Front of House staff for all food and beverage outlets including Dining and Banquet spaces, Bars, Pool, Turn, and other such outlets as developed through the food and beverage department.
- Ensures that employees perpetuate a "Yes I Can" philosophy in an effort to always positively affect the members and guests experience.
- Creates and maintains an environment characteristic of the Club and McConnell Golf through properly addressing design, décor, uniform selection, cleanliness, proper presentation, promotional activities, etc.
- Confers with the executive chef and other key management members and committees to plan food and beverage menu design and content and related activities including pool, turn, dining and activity menus.
- Monitors liquor/bar inventory, food service equipment and pricing decisions.
- Creates Events and contributes to the bi-monthly newsletter by conferring with Executive Chef and other managers as appropriate.
- Run a profitable business, by managing to maximize revenue and to control expenses in a manner that assures a reasonable profit.
- Assists in preparing budgets for each operating year, using past experience and known and anticipated future trends to estimate as accurately as is practical the likely income and expenses for the coming year's business operations.
- Suggest, design and implement a marketing strategy for the culinary department that best compliments the
- Meet regularly with management team to ensure the McConnell Golf image, vision, and quality standards are upheld.
- Conducts F&B meetings as appropriate to communicate service information and maintain the highest quality levels in service and product, and address possible concerns.



- Increases sales and level of service by coaching on effective and suggestive sales techniques and service strategies at large.
- Conducts pre-shift meetings to discuss specials, reservations and new menu items.
- Investigates and resolves food & beverage quality and service complaints.
- Inspects food and beverage preparation directed to the front of the house to maintain quality standards and sanitation regulations.
- Reviews daily financial transactions of member dining and special events, including the billing of all outside events, and monitors budget goals to ensure efficient operation, and to ensure expenditures stay within budget guidelines.
- Meets with the general manager on a consistent basis to discuss daily operations.
- Designs, implements and maintains orientation and training emphasizing quality standards and positive member/guest experience.
- Pursues and develops the best feedback tools to assist in continuous efforts to improve food & beverage services.
- Directs and supervises bar and beverage costing, purchasing, inventory, equipment and pricing decisions
- Prepares weekly schedules, job assignments and labor/cost reports.
- Orders all alcoholic and non-alcoholic beverages, conducts alcoholic and non-alcoholic beverage inventory and provides analytical feedback.
- Prepares any and all F&B reports as required by management.
- Provides hands-on member service including but not limited to (i) regular scheduled bartending services, (ii) set-up and inspection of service mise en place for the front of the house, (iii) prepares floor plans and cross references correct reservation and seating arrangements, (iv) conducts regular shift briefings, (v) protects all physical assets of the F&B department.

## **Qualifications**

### **Education and/or Experience**

- A degree in Hospitality Management or Culinary Arts preferred.
- Five years or more as a food and beverage manager, including fine dining experience.

### **Job Knowledge, Core Competencies and Expectations**

- Food and beverage cost controls and operating procedures
- Accounting | Menu design | Marketing and promotions
- Wine, spirits and bar operations | Point-of-sales systems
- Strong interpersonal and organizational skills | Ability to manage stress and time
- Polished, professional appearance and presentation
- Ability to build a team, train, and motivate employee team members.

### **Licenses and Special Requirements**

- Food safety certification.
- Alcoholic beverage certification.

### **Physical Demands and Work Environment**

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

## **To apply for this position, please email your resume and cover letter to:**

Beverly Marler, CCM  
bmarler@mccconnellgolf.com