



**Job Opportunity Listing**  
**Director of Food and Beverage Service**  
**Dataw Island Club, Beaufort, South Carolina**

**Location:**

Dataw Island is an 870-acre gated residential community located just outside the antebellum town of Beaufort, SC. Selected by Southern Living Magazine as the “Best Small Southern Town.” Beaufort is approximately 1 hour away from Savannah and 1½ hours from Charleston, SC. Additional information can be located on <http://www.dataw.com> , <http://www.beaufort.com>, <http://www.beaufortsc.org>, [www.Savannah.com](http://www.Savannah.com) and [www.Savannah-visit.com](http://www.Savannah-visit.com).

**Facilities:**

Dataw Island is a private, secluded sea island located 6 miles outside of historic Beaufort, SC. As one of South Carolina’s premier golf communities, Dataw Island is home to two 18-hole golf courses: Tom Fazio’s Cotton Dike course and Arthur Hills’ Morgan River course. Golfers enjoy beautiful natural surroundings as they wind their way through the island and amongst tidal marshland, live oaks dating back hundreds of years and Civil War era ruins – starting and ending at our Southern-style Clubhouse. Dataw has a 40,000 square foot Clubhouse, a 16,000 square foot Community Center with indoor pool and fitness facilities, 8 Har Tru tennis courts, 4 pickle ball courts and a lawn and racquet center, an outdoor swimming pool, 2 bocce courts and 2 regulation croquet lawns. These facilities support the membership of 973 residents along with 260 off-island memberships.

The club operates 12 months per year. In addition, the community has a full-service marina with a commercial restaurant, a 33-acre passive recreation island, several community docks, historic tabby ruins, community library and a gazebo for outdoor functions.

The residential development of Dataw Island began in 1983 and was conceived with sensitivity to the environment and to the array of wildlife inhabiting the island. Both golf courses have been designated as a “Certified Audubon Cooperative Sanctuary.” The nature preserves and fresh-water retention ponds provide a natural habitat for wildlife including many types of birds, deer, alligators, and fish.

**Food and Beverage Outlets:**

The Club has three dining outlets. There is a free-standing deli operation near the pool, golf, and tennis amenities and two other restaurant concepts inside the clubhouse: The Pub and The Tides Edge Grille. The busy and popular Pub is a 100-seat outlet with an upscale casual pub menu and service style and sometimes expands into the Tides Edge Grille for additional seating. The Grille is a 2-3 night per week outlet where reservations are often required for the 35 seats. This fine dining operation offers frequently changing, small and crafted menus focusing on locally sourced products. The service style is



informative to the diner, elegant and deliberate. The dining outlets enjoy panoramic views of the golf course, croquet lawns and tidal marsh. There is an outdoor terrace with a fireplace that also services the membership's dining needs. These dining areas represent as fine and comfortable dining ambiance as there is in the Lowcountry.

The 5,000 square –foot Carolina Ballroom accommodates up to 300 guests for large affairs while our more intimate Tabby Room can serve an occasion for 50. Other rooms can be used for smaller events. All venues overlook sweeping views of the marshes, golf courses and croquet lawns.

## **Position Overview:**

### **Job Summary**

The Food & Beverage Service Director is responsible for overseeing all aspects of food and beverage operations at Dataw Island Club, ensuring exceptional dining experiences for members and guests. This role works in tandem with the Executive Chef, combining culinary excellence with outstanding service and operational efficiency. The Director will lead the front-of-house team, manage budgets, develop member-focused programming, and uphold the club's high standards of hospitality.

### **Responsibilities:**

- Provides leadership to all front-of-house employees while maintaining cooperative and agreeable interaction with all back-of-house staff members.
- Provides clear directions to all staff and offers good action planning and organizational skills to approach all department events and initiatives.
- Coordinates with dining service managers on supervision of the servers, bartenders, and food runners.
- Greets members and guests by name and oversees member and guest service.
- Ensures maximum member and guest satisfaction.
- Manages members' positive feedback and complaints and takes appropriate action
- Maintains and updates beverage inventory on a regular basis.
- Manages a developing wine program and Wine Society of members.
- Orders all non-food items within the food and beverage service department.
- Develops and maintains strong relationships with Club vendors.
- Creates or delegates all service personnel scheduling.
- Assists in the creation of annual department budgets (operating and capital) and provides monthly projections for discrepancies in actual performance to budget.
- Works within the parameters of the food and beverage budget.
- Assists in a firsthand approach to managing labor.



- Increases levels of food and beverage service quality in all outlets and enhances the overall dining experience for our members and guests.
- Maintains appearance, upkeep, and cleanliness of all food and beverage service equipment and facilities.
- Ensures that proper ordering and receiving procedures are followed for security and product availability.
- Ensures all service personnel have appropriate attire and tools to perform their job.
- Ensure the administrative functions of the position are followed, i.e., invoice coding, check requests, timecard approval etc.
- Inspects to ensure that all safety, sanitation, preventative maintenance, and daily checklists and standards are consistently met.
- Hires, trains, coaches, mentors, develops, supervises, and disciplines staff when appropriate.
- Manages the long-range staffing needs of the department.
- Ensures that effective orientation and training of new staff and professional development activities for experienced staff are planned and implemented.
- Assures that standard operating procedure for sales and cost control are in place and consistently used.
- All other duties and responsibilities as needed to meet the needs of members, guests, and management.

#### Employment Standards

- Proven experience as a Food & Beverage Director, Clubhouse Manager, or similar leadership role in a private club, resort, or high-end hospitality setting.
- Strong understanding of both front-of-house service and back-of-house operations.
- Financial acumen with experience in budgeting, cost control, and P&L management.
- Excellent leadership, communication, and team-building skills.
- A passion for hospitality and enhancing member experiences.
- Knowledge of wine, spirits, and culinary trends.

#### **Salary:**

A market value compensation package will include a base salary commensurate with experience and qualifications plus a performance bonus incentive of up to 12% of base compensation. The Club has a comprehensive benefits package including health and dental insurance, vacation, personal time off and an excellent 401(k) plan.

Applicants should prepare a cover letter, resume, and salary history to send to the attention of the Director of Human Resources. Resumes and letters of interest will be accepted until May 15th, 2025. The targeted start date for the position is mid-June.



**Send Resume:**

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