



Director of Food and Beverage

Brierwood Country Club Hamburg, NY

CLUB INFORMATION

In 1956 Bethlehem Steel Co. acquired 400 acres on Rogers Road between Cloverbank Rd. and Amsdell Rd. for the Bethlehem Management Club. The club was established in 1958 and built in 1959. Bethlehem Management along with course architects Gordon and Gordon constructed this 18-hole, 7061-yard championship layout. The Club was solely used by Bethlehem employees and their families as their personal playground. Many enjoyed laying by the pool and swimming, while others teed it up on the golf course. A 12-lane bowling alley was designed and built along with the Clubhouse, as well as two private tennis courts, a basketball court, and horseshoe pits

POSITION DESCRIPTION SUMMARY

The Director of Food & Beverage (DFB) is ultimately responsible for all food & beverage service operations on a daily basis. Being the “public face” of these operations with a hands-on approach and an understanding that full “on-the-floor” member and staff engagement is critical to success in this position. The DFB consistently provides superb dining and other food and beverage experiences for the Club’s membership and their guests. This senior level position works closely with, and reports to, the General Manager. A most critical relationship is that with the Executive Chef, ensuring collaborative and harmonious relationships between front and back of house operations.

ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES

1. Manages the entire food & beverage operation to include Dining Room, Kitchen, Lounges, Snack Bars, Catering, and Beverage Cart.
2. Plans and implements a creative food service with variety and innovation, establishing the club’s reputation for high quality, creative food service.
3. Hires, disciplines, and discharges dining room and lounge staff. Advises Executive Chef, Director of Catering, and Assistant F&B Manager in matters of hiring, firing and discipline.
4. Establishes and maintains high standards of service, quality and job performance for staff. Provides a strong emphasis on member service.
5. Resolves complaints in a prompt, courteous way. Seeks constant feedback from members concerning quality of food and service. Ensures that all staff have a complete dedication to serving the needs and desires of members.
6. Establishes standards, policies, and procedures for the efficient operation of all food service venues.
7. Supervises staff, ensuring that all standards, policies, and procedures are followed.
8. Establishes ongoing training program to meet standards of food preparation, presentation, and service for all areas of responsibility.
9. Trains staff to meet established goals and high standards of food quality preparation, presentation, and service.
10. Establishes formal training program for department.
11. Ensures scheduling of various staffs in the most cost effective way to accomplish necessary work. Monitors and controls departmental costs, especially payroll.
12. Controls food cost through constant monitoring. Works with kitchen to ensure standardized recipes, portion control and proper control of food stocks.
13. Ensures proper shot size in alcoholic beverage preparation.
14. Makes forecasts based upon historical data and monitoring of daily traffic. Is alert for special events that may impact on level of business.
15. Helps kitchen achieve budgeted food cost percentage. Takes all necessary steps to ensure cost control to include portion control, use of leftovers, security of food supplies, cost-conscious purchasing, etc.
16. In conjunction with Chef, plans, costs and prices menus.
17. Benchmarks all areas of the food service operation in detail.

18. Ensures quality control of all food served.
19. Ensures quality control in the set-up of tables by frequent inspections of dining room and banquet rooms for cleanliness of stations, flatware, glassware, etc.
20. Establishes a thorough dedication to cleanliness on the part of staff to ensure the highest levels of cleanliness and sanitation in areas of responsibility.
21. Ensures proper sanitation of areas of responsibility.
22. Ensures that all pertinent ABC laws are followed.
23. Establishes quality wine service that complements food service. Trains staff in essentials of wine service and techniques for marketing wine.
24. Ensures the safe operation of equipment. Reports equipment defects to maintenance for repair.
25. Ensures adequate security and controls of food stock. Conducts inventories as necessary.
26. Ensures that all policy, including dress standard for department, is followed by staff.
27. Establishes and maintains effective communication with departmental staff, other departments and management. Works together with club department heads to develop a team-like approach to operating the club where a major emphasis is placed on problem discovery and solution.
28. Performs other duties as assigned.

OTHER ACCOUNTABILITIES

1. Food Sales
2. Cost of Food Sold
3. Other Revenues (unused minimum, dining room rental, etc.)
4. Departmental Expenses (Payroll, other expenses, etc.)

REPORTING RELATIONSHIPS

1. Directly To: General Manager
2. Supervisors: Executive Chef; Catering Manager; Beverage Manager; Banquet Manager; Dining Room Manager.

DIMENSIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed above are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A Bachelor's degree (B.A.) in Hospitality Management is preferable, or a two to four-year degree from a Culinary School, plus a minimum of four to six years of Food & Beverage management experience in a high volume facility or an equivalent combination of related education and experience.

BUDGET CONTROL/RESPONSIBILITY

Annual F&B plan per budget.

SECURITY/CONFIDENTIALITY

Personnel information.

PERFORMANCE STANDARDS

Interpersonal skills, sales/negotiating abilities, attention to detail, planning and organizational ability, experience with Microsoft Word, Excel, leadership and time management skills, self-motivated, driven and professional.

WORKING CONDITIONS/ENVIRONMENT

1. Must have open availability to include evenings, weekends and holidays.
2. Will be required to work in fast paced environment.
3. A positive image projected by this key staff member is essential. A neat and professional appearance must be maintained at all times, along with a respectful, open minded demeanor to members and outside contacts.
4. A significant amount of time is spent communicating and interacting with various people inside and outside of

the club.

5. Reading and writing abilities are often used when communicating with the club outlets and outside contacts when planning menus and services.

Please submit resumes and cover letter to:

Dale Folmar, VP of Operations

dfolmar@cbongolfgroup.com

NO PHONE CALLS PLEASE

CBIGG Management LLC is an equal employment opportunity employer that is committed to having a diverse workforce.