



Food and Beverage Director – Wichita Falls Country Club, Wichita Falls, Texas

Wichita Falls Country Club is currently seeking a Food and Beverage Director to direct and oversee all food and beverage facets including personnel, menu mix, ordering, vendor preference, food production, inventory, and catering sales promotion and execution. Will be an integral part of the success of the Club and a key member of the Management Team. Ultimate responsibility in the department for member and guest satisfaction and financial performance.

This position requires a highly self-motivated individual who can work with minimal supervision and interact with members and guests at a high level. Qualifications should include a minimum of 3 to 5 years high-profile culinary and service operations, strong leadership skills, and outstanding revenue generating abilities.

Essential Duties:

- Clearly describes, assigns and delegates responsibility and authority for the operation of the various food and beverage sub-departments (i.e., catering, half-way house, beverage cart, restaurants, banquets and kitchens).
- Prepares and monitors annual budget (subject to approval by GM), revenue goals and the expenses for the Food and Beverage department as well as generating various (weekly, monthly etc.) business volume forecasts and planning accordingly.
- Reviews and analyzes various financial results/reports to monitor overall Food and Beverage performance and takes any corrective actions that may be needed.
- Monitors market conditions that impact menu offerings, business volume, and profitability.
- Executes inventory control and calculation for monthly analysis and reconciliation. Identifies opportunities to control food costs and other expenses. Works closely with the General Manager on policies and procedures and the monthly inventory processes.
- Participates with the Chef, Food & Beverage Managers and Sales Team in the creation of menus to entice variety of appetites including restaurant and banquets while incorporating a menu pricing structure that will support the bottom line goals.
- Directs ordering amounts, timing of orders, receiving, invoice settlement and accuracy, storage temperatures and areas.
- Continually researches vendor possibilities, pricing, service, and evaluates vendor relationships to the benefit of the facility.
- Develops catering policy and pricing with Director of Events (approval by the General Manager); and carry out planning, production and closure of all events.
- Implements policies and procedures for the Food & Beverage department including compliance of company standards relating to quality of products and services. (Subject to General Manager's approval)
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.

Excellent compensation plan with typical CMAA package. All interested candidates should send their resume and a thoughtful cover letter clearly articulating why you want to be considered for this position. Your cover letter and resume should be addressed to:

Don Ciota
Interim General Manager – Club Advisors, LLC
Wichita Falls Country Club
1701 Hamilton Blvd
Wichita Falls, Texas 76308

Email: gm@wichitafallsc.com