OSITION 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 “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 critical relationship is that with the Executive Chef and the Private Event Director, 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 and Director of Catering 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. Makes forecasts based upon historical data and monitoring of daily traffic. Is alert for special events that may impact on level of business.
13. 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.
14. In conjunction with Chef, plans, costs and prices menus.
15. Benchmarks all areas of the food service operation in detail.
16. Ensures quality control of all food served.
17. 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.
18. Establishes a thorough dedication to cleanliness on the part of staff to ensure the highest levels of cleanliness and sanitation in areas of responsibility.
19. Ensures proper sanitation of areas of responsibility.
20. Ensures that all pertinent TABC laws are followed.
21. Ensures the safe operation of equipment. Reports equipment defects to maintenance for repair.
22. Ensures adequate security and controls of food stock. Conducts inventories as necessary.
23. Ensures that all policy, including dress standard for department, is followed by staff.
24. 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.

25. Performs other duties as assigned.

**REPORTING RELATIONSHIPS**

1. Directly To: General 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 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.

**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.

**APPLICATION**

To apply: Send resume, cover letter and list of references to Chris Stewart, General Manager, at cstewart@eldoradocc.com. Relocation expenses to McKinney, TX are not available. Job compensation includes a package of approximately $62,000 per year, including salary and bonus potential, depending on experience. Health insurance, dental insurance, on-duty meals and vacation are all available. No phone calls please.