



THE CLUB AT
ROLLING HILLS
GOLDEN - COLORADO

THE CLUB AT ROLLING HILLS

Division/Department	Food and Beverage
Location	GOLDEN, CO
Job Title	Food and Beverage Director
Reports to	General Manager
Status	FULL TIME - EXEMPT

JOB SUMMARY

Responsible for all food and beverage service and production throughout the Club. Directly supervises the executive chef, assistant food & beverage director, events coordinator, dining room managers, snack bar supervisor, beverage supervisor and beverage cart supervisor. Coordinates closely with the executive chef and kitchen management to ensure smooth operations from back of the house to front of the house. Plan and implement budgets, hire, train and supervise subordinates and apply relevant marketing principles to assure that the wants and needs of Club members and guests are meet and exceeded.

Job Knowledge, Core Competencies and Expectations

- Food and beverage operating procedures and cost controls
- Accounting
- Menu design
- Marketing and promotions
- Wine, spirits and bar operations - emphasis on extensive wine knowledge
- Point of sales system (ClubEssentials)
- Strong interpersonal and organizational skills
- Polished, professional appearance and presentation
- Ability to manage stress and time
- Build a team, train and maintain employee teams
- Effectively communicate through all department levels throughout the club
- Knowledge of and ability to perform required role during emergency situations

RESPONSIBILITIES AND TASKS

1. Develop an operating budget in conjunction with the executive chef for each of the department's revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that the budget goals are maintained.
2. Develop a long range capital and equipment budget in conjunction with the executive chef for each outlet. This includes detailed cost and installation outlines. Submits multiple bids and oversees purchase and installation.
3. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
4. Implement and monitor sanitation and cleaning schedules and regularly inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.

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5. Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized. Including cash and charge controls, guest check analysis, tips reports, ticket controls and daily sales reports and analysis.
6. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
7. Helps plan and approve long term staffing needs, the department organizational chart, staffing and scheduling procedures and job descriptions/specifications for all department staff.
8. Manages closely the long range staffing needs of the department.
9. Coordinates closely with executive chef to create menus for all outlets and special events.
10. Establishes quantity and quality output standards for personnel in all positions within the department.
11. Ensures all legal requirements are consistently adhered to including wage and hour and federal, state and local laws pertaining to the service of alcoholic beverages.
12. Researches new products and develops an analysis of the cost/profit benefits.
13. Develops and implements policies and procedures for food and beverage departments
14. Monitors purchasing and receiving procedures for products and suppliers for all beverage and supplies and works in conjunction with the executive chef to ensure proper quantity, quality and price for all purchases.
15. Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize food costs.
16. Consult with the executive chef, banquet manager and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost.
17. Greets members and oversees service on a regular basis.
18. Helps to develop wine lists and bottle/glass wine sales promoting programs including Wine Club.
19. Develops on-going professional development and training programs for food production, service and bar production/service personnel.
20. Ensures correct handling procedures to minimize china and glassware breakage and food waste.
21. Addresses member and guest complaints and advises the house committee and general manager about appropriate corrective actions taken.
22. Develops creative and effective ways of promoting club functions in the dining rooms, pool and other outlets.
23. Serves as an ad-hoc member of appropriate club committees.
24. Assists in planning and implementing procedures for special club events and banquet functions.
25. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
26. Monitors employee dress codes according to the policies and procedures.
27. Approves all product invoices before submitting to the accounting department.
28. Manages physical inventory verification and provides quarterly counts for beverage for the accounting department. Completes semi-annual china, silver and glass inventories.
29. Responsible for the proper accounting and reconciliation of the point of sales systems and member revenues.
30. Maintains records of special events, house counts, food covers and daily business volumes.
31. Ensures that an accurate reservations system is in place.
32. Audits and approves payroll bi-weekly.
33. Supervises the remodeling, refurbishment and other building design enhancements applicable to food and beverage service.
34. Ensures timely correspondence with all catering guests including inquiry, follow-up, contract, billings and thank you letters.
35. Any other duties as assigned.

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| Supervises: executive chef, assistant food & beverage manager, banquet and events coordinator, dining room managers, snack bar supervisor, beverage supervisor, and beverage cart supervisor.

| **EDUCATION AND SKILL REQUIREMENTS**

- TIPS or equivalent certification required
- Servesafe certification required
- Valid Drivers License required
- 5+ Years Food & Beverage Management
- Hospitality Management or equivalent Degree preferred

Salary Range: \$100,000-125,000 DOQ

Contacts:

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