



Sakonnet Golf Club – Little Compton, RI

Director of Food & Beverage

We have an outstanding new opportunity for a Director of Food and Beverage to lead the Clubhouse activity and team at our private Club in coastal Rhode Island. This private seasonal club established in 1899 is nestled amongst the many rustic stone walls that border old farmlands at the water's edge in the town of Little Compton, RI. The century-old clubhouse and grounds are rooted in generations of family and tradition. The Club has a seasonal membership of 830 members with an average age of 55. Little Compton Rhode Island was the summer home of famed course architect, Donald Ross who spent decades reworking every hole for decades. More recently, the Club has been under the careful eye of architect Gil Hanse, in restoration efforts. This par 70, 6,337-yard, 18-hole gem, hosts a casual 9000 rounds of golf per season with a full-service golf and tennis shop and professional staff. The Club's tennis program boasts 8-Hartru Courts, 4-Hard Courts, and 3 Heated Paddle Courts. The Club hosts an active junior program in both golf and tennis for members' children. The quintessential old-school New England Clubhouse offers the charm of a bygone era with a full range of amenities including indoor and outdoor dining, cocktail bar, and meeting rooms. The "Playhouse" offers event seating for up to 125 guests. The Club does \$670k in Food and Beverage sales, \$140k of that in banquet revenues. The Club has embarked on a long-range planning project and is committed to moving the club forward for generations to come.

The Director of Food and Beverage will report directly to the General Manager to build and enhance membership satisfaction by building a strong club dining program in both service and quality. This is an excellent opportunity for a strong mid-level candidate to take the Clubhouse and Dining activity forward in a leadership role, that will inject enthusiasm, warmth, and creativity into the heart of the club.

Candidates should have a strong food, beverage, and events background with a service mindset and the ability to manage a multitude of tasks during a busy summer season. The club operates on a limited dinner schedule during the fringe season but may be open for dining and events during the summer months, Memorial Day through Labor Day, 5-7 days a week. The Clubhouse closes after Thanksgiving until May of the following year. This is a year-round position, with limited hours in the off-season. The Club offers a strong benefits package to include medical, dental, vision, paid vacation, simple IRA with quarterly match, CMAA membership, and educational allowance. The position will pay an annual salary in the range of \$90-105K BOE.

Responsibilities

- Manages day-to-day activities of the food and beverage operation and Clubhouse activity
- Serves as the face of the food and beverage operation and manager-on-duty on a scheduled basis
- Maintains a visible presence during peak dining periods and events and engages with members and guests regularly. Anticipates service and timing issues
- Maintains a watchful eye on service standards and staff development, with emphasis on member name recognition and hospitality
- Oversees and facilitates hiring, training, scheduling, discipline, and termination of all food and beverage service staff
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken
- Supports the development of an operating budget for the food and beverage operation of the Club; monitors financial performance and takes corrective action as necessary to meet goals
- Establishes quantity and quality standards for personnel in all positions within the department
- Monitors employee records to minimize overtime and keep labor costs within budget
- Analyzes guest checks for accuracy; audits and corrects daily
- With the support of the General Manager, assures that all applicable Club policies and procedures are followed
- Responsible for POS management and member charge procedures
- Reviews and approves weekly payroll
- Maintains records of special events, house counts, food covers, and daily business volumes
- Establishes BEO order and meets weekly with department heads to ensure all departments are in concert and aware of the week's activities
- Works with the Executive Chef and General Manager regarding menu planning and specials, utilizing locally sourced ingredients when feasible
- Develops wine lists, seasonal drink specials, and sales programs
- Ensures that an accurate reservation system is in place, with multiple means of member interaction
- Recommends operating hours for all food and beverage outlets and ensures that all food and beverage outlets conform to established hours of operation
- Implements and monitors sanitation and cleaning schedules.
- Establishes safety program and training, enforce all safety policies and procedures including OSHA regulations and documentation, and ensures training is documented to personnel files annually
- Ensures all federal, state, and local laws for wage/hour, food safety and preparation, and the

- sale/consumption of alcoholic beverages are consistently followed
- Completes other appropriate assignments from the House Committee and General Manager

Ideal Candidate Qualifications

- Comprehensive management history with restaurant, banquet, and bar experience
- 3-5 years in similar capacity and responsibility, preferably in a private club setting
- Excellent communication skills, verbally and in writing
- An enthusiastic leader, who shows a deep passion for their work
- Microsoft Excel and Word proficiency, Jonas Club Software experience a plus
- Menu sourcing, costing, and planning with strong beverage knowledge and procurement
- Ability to create a culture, train and lead a team, who are committed to hospitality and excellence
- Strong interpersonal and organizational skills, calm and thoughtful under pressure
- Effective communication through all department levels and throughout Club
- Food and beverage operating procedures and cost controls
- Wine, spirits, and bar operations and inventory management
- POS Systems, Microsoft Excel, and Word proficiency
- Polished, professional appearance and presentation
- Ability to perform required role during emergency situations

Please do not contact the club directly, all inquiries should be directed to:

Eric Johnson, CCM

Gecko Hospitality

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