

**Wedgewood Pines Country Club**, located in Stow, MA seeks an experienced hospitality professional to join their team as the Director of Food & Beverage. This position will manage the overall service experience for members and guests in the Club. He/she will oversee the F&B team; meet and greet guests; maintain order and cleanliness; and assure that member satisfaction standards are consistently attained. This position will oversee new staff onboarding, training, and managing employees and ensure designated areas are clean and ready for best-in-class service for the Club.

#### ESSENTIAL FUNCTIONS

Receives and greets all members and guests throughout the club. Assures F&B team has areas prepped for business each shift. Works with Executive Chef and Event Coordinator on banquet operations, menus, and services. Creates training protocols for the F&B team and service staff. Oversees beverage program, ensures it is relevant and evolving. Continuously evolves training procedures for staff. Oversees monthly beverage inventory. Ensures all F&B areas and equipment are in working order. Ensures all legal requirements are adhered to, including federal, state, and/or local laws pertaining to alcoholic beverages and child labor. Maintains contact with members and helps assure maximum member satisfaction. Oversees Point of Sale creation and ease of access. Advises in planning and implementing service procedures and logistics for special Club events and banquet functions. Attend weekly staff/BEO meetings to discuss upcoming event details. Works with General Manager on budgeting needs for F&B spaces. Researches and implements F&B trends within the industry at the Club. Create and set floor plans for outside and club events. Responsible for purchasing weekly liquor/non-alcoholic beverages inventory.

#### QUALIFICATIONS & EXPERIENCE

Degree in hospitality management or extensive experience in golf, resort, restaurant, or catering preferred. Serves as a daily on-site troubleshooter within the department. Must have a clear idea of the Club's overall organizational goals as well as an understanding of the responsibilities of each department and duties of each employee. Possess firm organizational focus, diplomacy, attention to detail, and flexibility. Extensive mixology skills as well as understanding of culinary department.

## COMPENSATION & BENEFITS

- Salary range is commensurate with qualifications and experience, salary is paid over 10 months, off duty January and February. Return March 1<sup>st</sup>.

- The Club offers Medical, (medical premiums for employee 50% covered) Reports to General Manager

DIRECT REPORTS Food & Beverage Managers and servers, Banquets servers, indirectly supervises chefs, BOH staff, pool snack shack/Pool Bar, On-course Snack shack and Beverage cart.

CLUB OVERVIEW Wedgewood Pines Country Club is a privately-owned, private country club consisting of 18-hole championship golf course/practice facility two Trackman 4 indoor simulators, outdoor swimming pool, and an exceptional food and beverage operation. A broad range of activities are available to Members of all ages in a first-class, warm, and welcoming atmosphere. The average age of the members is 50, and Wedgewood Pines Country Club is a small club by choice.

Please submit cover letter and resume to the following managers:

General Manager: Kenneth Elworthy

[Ken@Wedgewoodpines.com](mailto:Ken@Wedgewoodpines.com)

President: Stacey Pittorino Page

[stacey@wedgewoodpines.com](mailto:stacey@wedgewoodpines.com)