



Director of Food & Beverage at The Woods Hole Golf Club

An amazing opportunity for a candidate with a successful track record of leadership and high-quality F&B operations management in private clubs, hotels, resorts or high-end restaurants in the hospitality industry. The Woods Hole Golf Club is looking for a Director of Food and Beverage to serve as an integral part of a high-performing team at one of the premier clubs in New England.

The primary focus of the role is to establish and maintain a premier-level member experience. This will be accomplished through planning, innovation, organization, and team building. This position requires high visibility with the members and staff with a focus on approachability and accessibility.

Facilities Description:

The Woods Hole Golf Club (www.woodsholegolfclub.com) is located in one of the most iconic and beautiful destination vacation communities on Cape Cod. Nestled between Buzzards Bay and Nantucket Harbor, our 18-hole par 71 course offers Members and guests beautiful water views and challenging play. This Season, the Club is focused on Member dining both outdoors and with a robust take-away menu.

Position Overview:

The Director of Food and Beverage is ultimately responsible for all F&B operations on a daily basis. This includes all activities and relationships between Club members, their guests and employees. As the “public-face” of the dining operation, a hands-on approach and an understanding of member and staff engagement is critical to the position’s success. This senior management position works closely with and reports to the General Manager.

Some Key Responsibilities:

- Develops an operating budget for each of the department’s revenue outlets; monitors and takes corrective action as necessary to help assure that budgeted sales and cost goals are attained.
- Develops a capital budget for all necessary food and beverage equipment and recommends facility renovation needs.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Helps plan and approves external and internal marketing and sales promotion activities for the department’s outlets and special club events.
- Approves menu items, pricing, and menu designs for all outlets, special events and banquet events.
- Ensures all legal requirements are consistently followed, including wage/ hour and federal, state or local laws for food safety and the sale/consumption of alcoholic beverages.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality and price for

all purchases.

- Reviews new techniques for food preparation and presentation to maximize member and guest satisfaction and minimize food costs.
- Consults daily with the Executive Chef and Dining Managers to ensure highest levels of member satisfaction.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates and maintains all written standards and procedures for the department as needed.
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Serves as an *ad hoc* member of appropriate club committees.
- Monitors appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Monitors employee dress codes according to policies and procedures.
- Approves all product invoices before submitting to the Business Office.

Candidate Qualifications:

Preferably, a Bachelor's degree in Hospitality Management or a two to four-year degree from a Culinary School. A minimum of four to six years of Food and Beverage Management experience in a private club or resort facility is preferred.

Job Value/Compensation:

Salary is open and commensurate with qualifications and experience. The Club, along with the typical CMAA educational benefits, offers an excellent bonus and benefit package.

Deadline:

This position is currently open and all resumes and cover letters should be submitted by **December 21, 2020.**

Send Resume and Cover Letter to:

David Zauner
General Manager
dzauner@woodsholegolfclub.com