

# ***Wilderness Country Club***

## ***Assistant Food & Beverage Director***

Wilderness Country Club, a private member-owned club in Naples, Florida is searching for an Assistant Food and Beverage Director. This is a special opportunity for a candidate with a successful track record of leadership and high-quality food and beverage operations management in private clubs with a sincere desire to learn and grow in the Club industry.

Wilderness Country Club opened 47 years ago in Naples, Florida. It is a member-owned 300-residence luxury community that features a world-class 18-hole Arthur Hills golf course and an incredible tropical environment within an Audubon Cooperative Sanctuary. The Clubhouse features a casual grille room that seats 40, outdoor seating of 68 and a dining room that seats 150. A \$13.1 million clubhouse rebuild has begun in June 2022. The clubhouse project will provide a unique experience and the process of opening a brand new clubhouse will be a great learning opportunity.

### **Assistant Food & Beverage Director Opportunity**

The ideal candidate must be a hands-on manager. The position requires an energetic individual with an engaging personality to handle this highly-visible floor-oriented position. The individual will work as an integral part of the management team and report directly to the Director of Food and Beverage.

### **Job Summary**

The Assistant Food and Beverage Director will directly supervise hourly front-of-the-house staff and oversee the daily operations of the Food and Beverage Department; including member dining and banquets. Must have excellent customer service skills; be friendly, energetic, passionate about the hospitality industry, and have an eye for detail. He or she will be responsible for training and leading our service staff, and developing and implementing strategies to enhance the member's dining/club experience. Must be able to work nights, weekends, and holidays.

## **Competencies and Expectations**

- Food and beverage cost controls and operating procedures.
- Menu design.
- Wine, spirits, and bar operations.
- Point-of-sales systems (Jonas)
- Strong interpersonal and organizational skills.
- Polished, professional appearance and presentation.
- Manage stress and time.
- Build a team, train, and maintain employee morale.
- Effective communication through all department levels and throughout the club.

## **Job Tasks/Duties**

- Responsible for proper charge procedures, guest check, ticket controls, and daily sales reports and analysis.
- Assists in recruitment, training, supervision, and termination of food and beverage staff.
- Helps plan and approve weekly schedules.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Monitors payroll to minimize overtime and keep labor costs within budget.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently followed.
- Assures that all applicable club policies and procedures are followed.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- 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.
- Ensures that all new employees receive the appropriate safety instructions and training; establishes and enforces all safety policies and procedures including OSHA regulations and ensures that appropriate proof of training is documented to the employees' personnel files.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality, and price for all purchases.

- Daily interactions with the F&B team to help assure the highest level of member satisfaction at minimum cost.
- Greets guests and oversees actual service on a routine basis.
- 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 concerns and advises Food & Beverage Management about appropriate corrective actions taken.
- Monitors appearance, upkeep, and cleanliness of all food and beverage facilities.
- Monitors employee dress codes per policies and procedures.
- Responsible for the proper accounting and reconciliation of the point-of-sale and member revenues.
- Maintains records of special events, house counts, food covers, and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Audits and approves weekly payroll.
- Establishes and maintains professional business relations with vendors.
- Serves as manager-on-duty on a scheduled basis.
- Complete periodic china, glass, and silverware inventories.
- Implement and monitor sanitation and cleaning schedules.
- Completes other appropriate assignments from the Food & Beverage Team.

### **Education, Knowledge & Experience**

- Country Club experience preferred
- A College degree in hospitality is preferred
- Jonas, Publisher knowledge is a plus

Must be able to physically do the assigned work as presented above which includes long periods of standing and lifting items to fifty pounds.

### **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including health insurance, 401k matching, professional membership dues & continuing education package.

## **How to apply**

Interested and qualified candidates should send their cover letter and resume to Kevin Harris, Clubhouse Manager, at [kharris@wildernesscc.com](mailto:kharris@wildernesscc.com). We are not accepting phone calls at this time.