



**Food and Beverage Director**  
**Eau Claire Golf & Country Club**

**FLSA Status:** Exempt  
**Department:** Food and Beverage Managers and Administration  
**Reports to:** General Manager

**General Purpose:**

Manages daily functions of various Food and Beverage facets including but not limited to Member satisfaction and customer service, personnel, menu mix, ordering, vendor preference, food production, inventory, and catering functions.

**Essential Duties:**

- ◆ Supervises inventories of products, materials and supplies for each service area. Maintains par levels based on facility needs.
- ◆ Works with the Marketing & Events Coordinator to plan, communicate and execute Club events and activities.
- ◆ Administers menu design, product pricing, ordering, inventory control procedures and end of month inventory.
- ◆ Reviews and analyzes various financial results/reports to monitor overall Food and Beverage performance and take any corrective actions that may be needed.
- ◆ Monitors industry related trends and implements new ideas consistent with company standards.
- ◆ Continually researches vendor opportunities, pricing, service and evaluates vendor relationships to the benefit of the facility.
- ◆ Coordinates menu planning with Executive Chef and associated Committees.
- ◆ Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- ◆ Manages department members that may include, but are not limited to: Servers, Bartenders, Banquet Captain, Event Coordinator and other Front of House associates.
- ◆ Assures that effective orientation and training are given to each new Front of House Associate. Develops ongoing training programs.
- ◆ Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
- ◆ Ensures sanitation standards are consistently met.
- ◆ Regular and reliable attendance. Some night, weekend and Holiday hours are expected.
- ◆ Incorporates safe work practices in job performance.

**Education/Experience:**

Bachelor's degree (BA) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Physical Demands:**

Frequently stands, walks and talks. Occasionally sits, uses hands, reaches with arms and hands, climbs, balances, stoops, kneels, crouches or crawls. Regularly tastes or smells. Regularly lifts up-to 25 pounds and occasionally lifts up to 50 pounds.

**Environment/Noise:**

Occasionally works in outdoor weather conditions. Noise level is moderate.

**Certificates/Licenses:**

Food Safety and Applicable Sanitation Training, Alcohol Awareness Training

**Job Knowledge, Skill, and Ability Preferences:**

- ◆ Ability to read and speak English may be required to perform the duties of the job (e.g., the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).
- ◆ Must meet state age requirements for handling alcoholic beverages.
- ◆ Knowledge of Microsoft Office applications, catering software and POS systems.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

**Compensation**

- \$70,000 starting base salary.
- Bonuses based on Departmental Gross Profit and Facility NOI.
- Potential for continuing education, employee meal allocation, equipment allowances, cell phone reimbursement, health insurance and 401k.
- Other benefits, such as travel, may be available from time to time.