



Est.1899

### **Director of Food and Beverage**

Maple Bluff Country Club located in Madison, Wisconsin is looking to fill the position of Food and Beverage Director. The ideal candidate will have a degree from an accredited college or university or at least five years of experience leading a food and beverage department. Prior private club experience is not necessary, though highly desired.

#### **Job Summary**

The individual will be responsible for directing all food and beverage operations, front of the house personnel and providing outstanding service for the club. They will directly supervise a la carte, event dining and all other outlets such as the snack bar. They are required to assist in planning and implementing budgets, hiring and training, creating the annual club social calendar and exude the high level of professionalism necessary for this position.

#### **Job Duties**

- Assist in budget development and adjust, as necessary, to ensure budget goals are attained
- Develop a close-knit service team capable of exceeding member expectations
- Recruit and train service staff to be effective team players delivering excellent services throughout the club
- Develop and implement policies and procedures for food and beverage department
- Responsible for safety and sanitation of the food and beverage department
- Maintain standard operating procedures consistent with private clubs
- Daily critique of personnel to ensure consistent service
- Assist with menu development
- Work closely with the event planner in executing member and banquet events
- Monitor purchasing and receiving procedures for products and supplies, ensuring quantity, quality and price
- Approve all product invoices before submitting to the accounting department
- Responsible for month ending inventories
- Exhibit a high degree of visibility with members, guests and staff with a professional, friendly demeanor
- Assist in the development of wine lists and glass sales program and work with the Captain's Club wine committee
- Address member and guest concerns and advise the Director of Operations about appropriate corrective actions taken
- Serve as an ad-hoc member of the House Committee
- Maintain appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Enforce employee dress codes according to policies and procedures
- Provide updated personnel information to the accounting department in a timely manner
- Responsible for the accounting and reconciliation for sales at end of day
- Oversee all member and guest reservations
- Review bi-weekly payroll

**A competitive salary and full benefits make this an attractive opportunity for the right candidate.**

**Report Directly to the Director of Operations**

**Please forward cover letter and resume no later than September 25, 2020 to:**

**Ms. Roberta Dietrich, Business Manager**

**Maple Bluff Country Club**

**500 Kensington Drive**

**Madison, WI 53704**

**robertad@mbcc1899.com**