



October 4, 2022

Northmoor Country Club

The Director of Food and Beverage Opportunity at Northmoor Country Club

This is a fantastic career opportunity for a Director of Food and Beverage at Northmoor Country Club, in Highland Park, Illinois – located on the beautiful “North Shore” of Chicago. Northmoor - is one of the premiere private clubs in the greater Chicago area.

The successful candidate will have well-rounded private club experience in all facets of food and beverage, including a la carte, private member functions, club events, multiple outlets, and more. Additionally, the successful candidate needs to possess exceptional interpersonal skills, be able to attract and retain a high performing team, have a “can do” attitude, be a creative and “outside-the-box-thinker”, and who possesses attention for organizational detail that ultimately provides members with consistent, memorable experiences when visiting the club.

Building on its traditions since 1918, Northmoor features 27 holes of golf, with its original 18 holes designed by legendary golf course designer Donald Ross, past renovations by hall of fame course designer Dr. Michael Hurdzan, and most recently a major renovation just completed by architect Tyler Rae. There are also multiple indoor golf simulator stations for the golfer to keep their games sharp during the winter months.

The Club also has a Junior Olympic sized pool, with lap and general swimming, a family-friendly shallow swimming area, an outdoor hot tub, and dozens of lounge chairs perfect for relaxing in the sun. Northmoor offers a wide range of dining and entertaining options, with great food, indoor and outdoor dining, and menu options spanning from casual to fine dining. Northmoor regularly hosts special events of all sizes, from intimate private dinners to larger events including golf tournaments and weddings

The racquets program is active year-round, and their amenities include a total of 9 tennis courts composed of Har-Tru, 4 pickleball courts, and 4 platform tennis courts. There is a strong tennis and platform tennis program, with Pickleball on the rise.

There are approximately 820 memberships in all categories at the club with annual dues volume of \$6.9M. Combined food and beverage annual sales are \$2.2M.

To be successful, the Director of Food and Beverage must have the following personal attributes:

- Has personal character and charisma, leads, and works well with others.
- Has keen problem-solving skills and strong time management abilities.
- Has a strong operational management record.
- Is a mentor to his/her staff and can assemble talented team members who work as a high performing unit.
- Possess high energy and genuine desire to interact actively with the membership on a professional and hospitable level.
- Understand and lives the Northmoor Country Club culture.

Job Description

Reports to: General Manager

- Supervises: Executive Chef; Catering Manager; Dining Room Managers; Outlet Manager

Education and/or Experience

- Four-year college or university degree in Hospitality Management or Culinary Arts.
- 5 years or more as a food and beverage manager in a similar position in a full service private country club.

Job Summary

- Responsible for Northmoor's dining services and all food and beverage production throughout the club. Directly supervises the Executive Chef, Catering Manager, Dining Room Managers, and managers of all other outlets such as snack bars, half-way houses, etc. Plans, implements, and monitors departmental budgets. Hires, trains, and supervises subordinates to assure that the wants and needs of club members and guests are consistently exceeded.

Job Tasks/Duties

- 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.
- Responsible for recruitment, training, supervision and termination of food and beverage staff.
- Responsible for recruiting international staff.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- 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.
- 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.
- Organizes and facilitates a weekly food and beverage meeting.
- Greets members, guests, and oversees actual service on a routine, random basis.

- Helps develop wine lists and wine sales promotion programs.
- 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.
- Responsible for long-range planning for the department in concert with the club's planning process.
- Works with the club's Controller to identify and develop operating reports and for ongoing control of the department.
- Complete periodic China, glass, and silverware inventories.
- Implement and monitor sanitation and cleaning schedules.
- Completes other appropriate assignments from the General Manager.

Licenses and Special Requirements

- Food safety certification.
- Alcoholic beverage certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid, and noisy environment.

Salary and Benefits

Salary is open and commensurate with qualifications and experience. Northmoor Country Club offers a generous bonus and benefit package, including professional association memberships.

How to Apply

Please forward your resume and cover letter via email to davidderfel@northmoor.org. Phone calls will not be accepted.

The cover letter should clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career and why NCC and the Highland Park, IL area will be beneficial to you, your family, your career, and the Club if selected.

Regards,

David Derfel

GM/COO

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www.northmoor.org