



Food and Beverage Director

The Food and Beverage Director is a full-time, year-round position at The Royal Golf Club of St. Croix River Valley in Lake Elmo, MN. The Director of Food and Beverage will be responsible for both Front and Back of the house, including the Club's dining services, kitchen and all food and beverage operations throughout the Club property. The Food and Beverage Director plans, implements, and monitors departmental sales, payroll, and operating expenses.

JOB DUTIES

- Develops an operating budget for each of the department's revenue outlets
- Develops a capital budget for all necessary food and beverage equipment
- Manages the department's long-range staffing needs, and assists in recruitment, training, supervision, and terminations
- Helps plan and approve the staffing and scheduling plans
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented
- Monitors employee records to minimize overtime and keep labor costs within budget; ensures that all new employees receive the appropriate safety instructions and training; establishes and enforces all safety policies and procedures
- Monitors employee dress codes according to policies and procedures
- Assures that all standard operating procedures for revenue and cost control are in place and followed
- Reviews menu items, pricing, and menu designs for all special 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
- Research new products and evaluate their cost and profit benefits
- Consults daily with the General Manager to help assure the highest level of member satisfaction at minimum cost
- Greets guests and oversees actual service
- 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
- Monitors appearance, upkeep, and cleanliness of all food and beverage equipment and facilities
- Approves all product invoices before submitting them to the Accounting Department
- Monitors or manages physical inventory verification and provides updated information to the Accounting Department



Food and Beverage Director

- 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 bi-weekly payroll
- Responsible for enforcing rules, guidelines, policies and procedures as outlined in Employee Handbook and those established by the Ownership
- Responsible for long-range planning for the department in concert with the club's planning process
- Establishes and maintains professional business relations with vendors
- Works with the club's Sr. Accountant to identify and develop operating reports and for ongoing control of the department
- Recommends operating hours for all food and beverage outlets
- Serves as manager-on-duty on a scheduled basis
- Complete periodic glassware and silverware inventories
- Implement and monitor sanitation and cleaning schedules
- Completes other appropriate assignments from the General Manager

BACKGROUND/EXPERIENCE

- Four-year college or university degree in Hospitality preferred
- Four years of experience in Food and Beverage management
- Chef experience preferred
- Communication of expectations
- Wine, spirits, beer, and bar operations knowledge; Management of Wine Programs
- Professionalism and positive first impression
- Hands-On management style; Team Builder and Leader; Experience in Hiring
- Orientation/training of employees
- Organizational & Administrative Skills
- Customer Service Oriented
- Inventory Management
- Basic financial skills in F&B
- Other skills: budgeting, and coaching skills. Financial analysis, marketing, committee experience, and negotiating skills



Food and Beverage Director

THE CLUB OFFERS

Compensation: \$70,000.00+ base salary commensurate with experience; this is a full-time position at a seasonal club (April – November)

CLUB OVERVIEW

Built along the perimeter of the golf course, this premiere development will consist of 291 single-family homes and villas. Located just minutes from downtown Saint Paul, The Royal Club offers residents an escape from the city, while still providing access to its many amenities. The newly redesigned clubhouse provides residents with various amenities including Arnie's full-service restaurant & bar, three fire pits and an outdoor deck that overlooks the first and tenth holes. Future plans include a private fitness center, swimming pool, a children's park, and miles of scenic walking trails.

CLUB DETAILS

- Website: <https://royalclubmn.com/>

Job Type: Full-time

Pay: From \$70,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Days
- Evening shift



Food and Beverage Director

- Holidays
- Weekend availability

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Lake Elmo, MN 55042: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Supervising experience: 4 years (Preferred)

Work Location: In person

Interested, qualified individuals should email their cover letter and resume to the Director of Human Resources, Steve Vanek, at svanek@hcsportsfl.com.