



POSITION: Food and Beverage Director

REPORTS TO: General Manager

*The Wilds Golf Club is nestled in the breathtaking natural setting of Ponderosa Pines and beautiful wildlife habitats. Our Clubhouse is a stylish Frank Lloyd Wright inspired design offering a spectacular view of the Minneapolis Skyline and all our rooms have a great view of the 18th green and access to our fair-weather patio. Our Banquet Room and private dining rooms accommodate a wide variety of seating capabilities, including up to 350 for weddings or corporate banquets, as well as a classroom-style and theater-style seating.*

**Purpose:** The purpose of the Food and Beverage Director is to provide friendly, knowledgeable and efficient experience to our guests in accordance with The Wilds Golf Club standard operating procedures. Assuring a high standard of appearance, hospitality and service in personnel and cleanliness. Responsible for the day to day operations of the Food and Beverage department including supervision of front of the house, assisting in planning and executing events and managing outside beverage department. Meeting and exceeding guests expectations in all regards to further the vision of The Wilds Golf Club's tradition of serving our guests.

**Position Duties:**

- Responsible for day to day activities of the food and beverage department.
- Responsible for supervision of service staff in all areas to ensure that high level of service is being delivered consistently to our guests.
- Responsible for recruiting and training service staff, banquet staff, and outside beverage staff to be effective team members in delivering excellent service and maintaining professional appearances.
- Assist the Executive Chef, Catering/Sales Event Manager, and the General Manager on club events including menu planning, banquet events, coordination of staffing, etc.
- Responsible for expediting a la carte dining service and maintaining professional and courteous contact and communication with guests to help ensure maximum satisfaction.
- Responsible for inventory management of food and beverage department
- Responsible for participating in ongoing facility inspections throughout the facility to assure cleanliness, maintenance, safety and other facility standards meet the club's standards.
- Positively interacts with guests by answering questions, solving problems, overseeing food services and cleanliness.
- Positively communicating with employees in personnel and training matters encouraging teamwork and accountability, while working hands on with employees.

- Responsible for enforcing rules, guidelines, policies and procedures as outlined in Employee Handbook and those established by the Ownership.
- Knowledge about all menu items, preparation methods, and potential allergens.
- Assist in overseeing daily restaurant operations and various seasonal outlet questions.
- Perform restaurant opening and closing duties as needed and directed by General Manager.
- Responsible for inventory management of all liquor, beer, wine and soft drinks including ordering product.
- Dresses and conducts themselves in a professional manner at all times.
- Constantly develops menus and wine lists with developing trends.
- Monitor and follow current beverage trends to broaden beverage program.
- Assures that all laws and sanitation guidelines regarding food and beverage operations are consistently followed.
- Other duties as requested by the General Manager.

**Job Requirements:**

- Education: Bachelor's Degree in related hospitality field is preferred.
- Preferred Experience: Prior food and beverage management experience in a golf course, restaurant or hotel setting. Candidates must have a minimum basic understanding of wine, beer, and liquor. This position is ideal for someone with strong organizational skills, with a polite and outgoing personality. This person must have the ability to multitask and work well as a team.
- Working Environment: Position requires standing, walking and generally moving several hours at a time, inside and outside the building depending on the needs of the guests and employees. Lifting of food orders, dishes, equipment, trays, etc. required as needed. Hours of position will vary during the golf season and off season. Position is salaried full time, benefit eligible.
- Compensation: Salary is dependent on experience. PTO based on years of employment. Health and Dental insurance coverage available according to employee handbook. Bonus incentive program. CMAA dues and continuing education. Meals and golf course availability on select days.

Interested, qualified individuals should email their cover letter and resume to The Wilds Golf Club General Manager Scott Reuter, PGA, at [sreuter@golfthewilds.com](mailto:sreuter@golfthewilds.com)