



BERKELEY HALL CLUB, INC. JOB DESCRIPTION

Interested applicants please apply at -<https://lnkd.in/eM-4nYPJ>

Position: Director of Food & Beverage
REPORTS TO: Assistant General Manager
EXEMPT/NON-EXEMPT: Exempt
JOB TYPE: Full-Time
SUPERVISES EMPLOYEES: Yes

Club Description:

Berkeley Hall Club, a distinctive private golf community edged on the banks of the pristine Okatie River in Bluffton, South Carolina – the heart of the coastal Lowcountry – a world with a casually inviting and active lifestyle that sets the standard for all private communities. Just minutes from Hilton Head Island, our 980-acre property is unique among top private golf communities. With two world-class Tom Fazio courses and a stunning Jeffersonian-style clubhouse that form the “Core of the Community,” our two walkable classic courses feel more like a golf retreat, with beautiful lagoons and majestic live oaks.

Honors:

Five Star Platinum Club of America
Platinum Clubs of the World
Distinguished Club Award
Best Residential Courses-North & South Course - Golfweek
Top 100 Golf Communities - Travel + Leisure
Top 100 Premier Properties – Links Magazine

JOB SUMMARY:

Berkeley Hall Club is seeking an experienced and professional Director of Food and Beverage. This individual will be responsible for managing the Food and Beverage operations and services for the Club. Director of Food and Beverage will drive exceptional service to Club Members & Guests, while optimizing financial results.

DUTIES AND RESPONSIBILITIES:

- Developing an operating budget for each of the department’s revenue outlets; after approval, monitors and takes corrective action as necessary to assure that the budget’s sales and cost goals are attained.
- Aiding in the hiring, training, supervising, scheduling, evaluating, and directing of all restaurant Associates
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented.

- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- Assure that all standard operating procedures for sales and cost control are in place and consistently utilized.
- Helps plan and approve external and internal marketing and sales promotion activities for the food operation.
- Helps plan and approve the organizational chart, staffing and scheduling procedures and job descriptions/specifications for all department staff.
- Manages the long-range staffing needs of the department.
- Coordinates with Executive Chef on menu planning for all outlets and special events along with the Catering & Special Events Manager.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
- Researches new products and develops an analysis of the cost/profit benefits.
- Maintains documentation of Food and Beverage personnel records.
- Implements policies and procedures for Food and Beverage departments.
- Monitors the ordering and receiving program for products and supplies to ensure proper quantity and price on all purchases.
- Reviews new techniques for food preparation and presentation in a manner and variety to maximize and guest satisfaction and to minimize food cost.
- Consults with the Executive Chef and Catering & Special Events Manager daily to help assure the highest level of guest satisfaction at minimum cost.
- Greets guests and oversees actual service on a routine, random basis.
- Helps develop wine lists and bottle/glass wine sales promotion programs.
- Personally, handles Member & Guest complaints and take corrective actions.
- Develops interesting ways of promoting Club functions in the dining room and lounges.
- Maintains responsibility for sales, expenses, and profit goals as outlined in the Food and Beverage Department's operating plans/budgets.
- Assists in planning and implementing of procedures for special Club events and banquet functions.
- Monthly Inventories and cost controls.
- Provide detailed information on any variances on monthly financials to accounting.

QUALIFICATIONS:

- Four-year degree in Hospitality Management or related field or an equivalent number of years of experience in a similar position within the industry, preferred.
- Current knowledge of Club Essential, preferred.
- Proficient knowledge of Microsoft Office.
- Excellent management, communication, & leadership skills.
- Recognized ability to effectively build and promote a team environment.
- Must be energetic, engaging, and hands-on with members and guests.
- Ability to make level-headed decisions and communicate efficiently in a fast-paced environment.

PHYSICAL REQUIREMENTS:

- Capable of working extended hours, to include weekends and holidays as necessary.
- Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if Needed.
- Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
- Position involves kneeling, stooping, bending, pushing, shoving, lifting, carrying and moving objects that can weigh up to 50 lbs. This can occur throughout the day.
- Must be able to interact with all types of individuals, be mentally alert, detail oriented, and with good reasoning skills.
- Must be able to transport oneself throughout the property. Must have a valid state driver's license.

ENVIRONMENTAL REQUIREMENTS:

- Must be able to work on more than one assignment at a time with frequent interruptions, changes, and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
- Must be able to work effectively and cheerfully in an environment which may be stressful due to adversarial situations resulting from the proper performance of duties.
- This position will alternate between working indoors in a controlled climate and with proper lighting to an outdoors setting with variable climate and lighting.
- Must be able to adapt to the climate with marked changes in temperature from the heat in the kitchen area to the cold of refrigerated areas.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

SALARY/BENEFITS:

Salary is open and commensurate with qualifications and experience.

The club offers an excellent employee benefits package including:

- Employer sponsored medical, dental, vision & life insurance
- 401K match plan
- Retention Bonus for every year worked starting at \$500
- Paid Time Off
- Paid Holidays
- Paid Life Insurance
- Free meal while working
- Golf privileges (on select days) and Pro Shop discounts