

**GLEN OAK
COUNTRY CLUB**

**DIRECTOR OF
FOOD AND
BEVERAGE**



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STRATEGIC
CLUB SOLUTIONS

GLEN OAK COUNTRY CLUB

Glen Oak Country Club, established in 1911 in Glen Ellyn, Illinois, is a member-owned private club renowned for its rich history and commitment to excellence. The Club features an 18-hole golf course originally designed by Tom Bendelow.

Beyond golf, Glen Oak offers a range of amenities, including a modern aquatic center, a skeet and trap shooting lodge, and a recently constructed two-story racquets complex featuring paddle tennis courts and golf simulators, providing year-round recreational opportunities for members. The clubhouse, a blend of historic charm and contemporary comfort, serves as the social hub of the club, hosting various events and gatherings.

The Club's culture emphasizes tradition, camaraderie, and a high standard of service, making it a distinguished institution in the Chicago suburbs. Glen Oak continues to evolve, balancing its storied past with modern amenities to meet the needs of its members.



WWW.GLENOAKCOUNTRYCLUB.ORG



DIRECTOR OF FOOD AND BEVERAGE

The Director of Food & Beverage is responsible for leading all food and beverage operations across the Club, including dining and seasonal outlets, bar operations, and banquets. This is a visible, service-forward role with direct responsibility for execution, training, and team performance. The Director is expected to be highly engaged during peak service periods and play a key leadership role in the Club's post-renovation reopening.

Previous private club experience is preferred, and a deep understanding of hospitality, member service, operational structure, and staff development. The Director will oversee outlet managers, two assistant managers, and the bar manager, reporting directly to the Director of Club Operations. Success in this role will require strong communication, consistent accountability, and an ability to balance hospitality with operational discipline.

KEY OBJECTIVES

Oversee Daily Operations and Service Execution

- Ensure daily execution meets or exceeds Club standards for service, product quality, and presentation.
- Maintain a strong, visible presence during meal periods, events, and weekends to support staff and member experience.
- Directly supervise all outlet managers and assistant managers; review and approve submitted staff schedules to ensure labor alignment with service demands.
- Oversee the Bar Manager and lead all beverage operations, including ordering, inventory control, cost monitoring, and develop programming for seasonal wine and cocktail menus.
- Collaborate with the Executive Chef and senior leadership on menu changes, event planning, and member service strategies.
- Participate in relevant committee meetings (House, Entertainment, Aquatics) as requested to represent the F&B department and ensure alignment with broader Club priorities.

Develop Team Culture and Training Programs

- Design, implement, and manage training programs in collaboration with club leadership, with a strong focus on service consistency, product knowledge, and hospitality standards.
- Develop onboarding materials and SOPs to support staff retainment, performance and enable self-sufficiency.
- Mentor and coach managers and mid-level leaders, setting clear expectations and providing structured, ongoing feedback.
- Model a calm, hands-on leadership style that reinforces trust, accountability, and member-first service values.
- Build credibility with long-tenured staff by consistently supporting day-to-day operations, leading by example, and showing respect for institutional knowledge.
- Reinforce expectations around professional demeanor: eye contact, tone, floor presence, and member engagement. Recognize success publicly and address challenges privately.



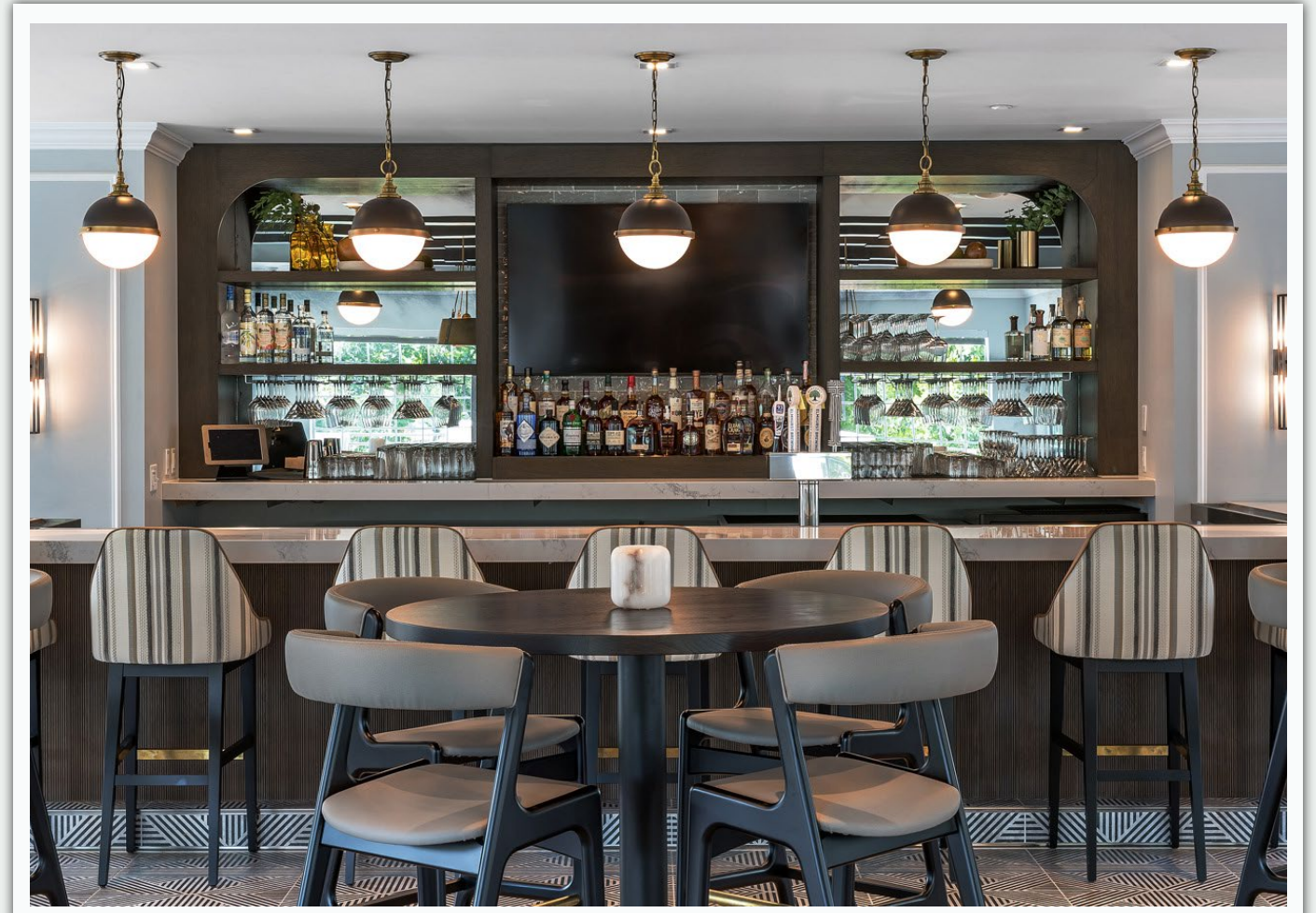
Improve Systems, Standards, and Financial Controls

- Collaborate on the department budget, working with the Controller and Club leadership to align labor, purchasing, and expense planning with projected operations.
- Approve department labor plans, evaluate staffing levels, and ensure alignment with seasonality, event schedules, and member usage patterns.
- Oversee beverage inventory and ordering processes, ensuring accuracy, cost control, and alignment with club standards.
- Ensure Jonas POS is consistently and correctly programmed for food and beverage and banquet functions to support smooth operations and accurate reporting.
- Identify operational gaps and recommend systems or process changes to improve efficiency, reduce costs, or elevate service.
- Support post-renovation reopening with an eye toward detail, appearance, readiness, and standards across all venues.
- Participate in weekly department head meetings, lead weekly food and beverage meetings, and contribute to improved communication and collaboration across departments.



COMPETENCIES & QUALIFICATIONS

- Minimum 5–7 years of progressive F&B leadership experience, with at least 3 years in a private club or high-end hospitality environment.
- Demonstrated success managing multi-outlet operations, including a la carte, banquets, bar operations, and seasonal venues.
- Strong beverage management skills, including wine knowledge, bar oversight, inventory control, and menu planning.
- Proven ability to design and implement structured training programs and SOPs for all staff levels.
- Visible, calm, and composed leadership style with a hands-on approach during service periods.
- Servant leader who builds trust, supports the team, and leads with consistency and respect.
- Effective communicator who fosters collaboration and open dialogue among managers, staff, and peers.
- Experienced with department budgeting, labor planning, and inventory systems.
- Detail-oriented and proactive, with high standards for service quality, cleanliness, and team performance.
- Able to develop strong relationships with members while maintaining the professionalism and authority needed to lead a complex department.



COMPENSATION & BENEFITS

- Base salary compensation is commensurate with experience, up to a 10% annual bonus.
- Benefits package includes:
 - Paid vacation days
 - Medical, dental, and vision insurance
 - 401K
 - Educational allowance
 - CMAA dues
 - Negotiable relocation and housing

Interested and qualified applicants should submit their resume in confidence to:

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