

Candidate Profile



Food and Beverage Director

Bird Key Yacht Club

[www.birdkeyyc.com](http://www.birdkeyyc.com)

Organization

**Bird Key Yacht Club, founded in 1959, can trace its’ history to one of the original developments on Sarasota Bay. The clubhouse is located on the site of the New Edzell Castle, the first mansion in Sarasota built by the Worcester family in 1914 and named after their ancestral home in Scotland. The mansion, with electric lights, steam heat, and hot and cold water, was positioned facing the mainland as the Club is today.**

**John Ringling purchased the mansion and the entire island of Bird Key in 1922. Ringling’s intention was to use the mansion and property as the winter White House for his friend, President Warren G. Harding. Although the Club is named for its’ location, it has never been for the exclusive use of Bird Key residents as it welcomes members from across the area and the world. Today, Bird Key Yacht Club is indeed an oasis on the sparkling Sarasota Bay, offering members a busy schedule of activities or an afternoon and evening relaxing in this idyllic place that seduced its first residents over a century ago.**

**Although the Club is named for its location, it has never been for the exclusive use of Bird Key residents as it welcomes members from across the country and the world. Today, Bird Key Yacht Club is an oasis on sparkling Sarasota Bay, offering the only commercial view of the downtown skyline. Even though we are a yacht club featuring a beautiful 42-slip marina, the many amenities attest to the social and active nature of this club. Members enjoy a busy schedule of dining and social events in the 15,000 square foot clubhouse along with the three Har-tru clay courts, and the two bocce courts that keep them active and “Anchored in Friendship”.**

 Position Overview

BKYC is seeking a F&B Director who can take the F&B operations to the next level at our Club. The Club’s goal is to be the premier private club dining experience in all of Sarasota. The Food & Beverage Director is a vital member of the Leadership Team and will be a dynamic, visible, and accessible leader responsible for providing world-class hospitality to our members and the team, alike.

The Food and Beverage Director will set the standard as an example of gracious hospitality to the BKYC Team, will be proactive, not reactive, will have a high degree of professionalism and integrity, and ensure Club relevance and member satisfaction by delivering high-quality member experiences, programs, and services.

The ideal candidate is someone who embodies hospitality and the motto of “ladies and gentlemen, serving ladies and gentlemen”. The individual must run their department like their own personal business, provide elevated customer service to the membership and to their team, and be able to see the big picture while also paying careful attention to the smallest details.

The ideal candidate should relish the opportunity to not only be a manager, but provide meaningful leadership, coaching, and mentoring to their team. Strong verbal, written, and technical skills are desired.

Responsibilities

Leadership

**• Assumes responsibility for all F&B operations ensuring that all standard operating procedures and club standards are followed.**

**• Focuses on Staff training to enhance the Member's experience and personalized service.**

**• Seeks member feedback and uses this feedback to improve club operations. Handles Member's complaints/comments and provides solutions to enhance member experiences. Communicates issues and comments to General Manager in a timely manner.**

**• Strong project management skills including planning, setting priorities, decision making, and facilitating a private club with high Member expectations.**

**• Works closely with all department leaders and supervisors.**

**Operations**

**• Develops and implements a comprehensive training program for service, wine, and procedures for the F&B Department. Oversees the daily lineups and informs and instructs the supervisors and service team of the weekly Hot Topics. Regularly schedules departmental meetings to train Staff on club culture, providing excellent member service, and maintaining club standards. Encourages Staff to improve all aspects of their skills and to keep current on particular areas of the Club industry. Experience leading and managing a team of at least 15 staff members is preferred.**

**• Extensive wine knowledge including ability to train staff, develop wine lists, and schedule wine dinners, and serve on Wine Committee.**

**• Menu Planning and Development in support of the Culinary and Catering Teams.**

**• Bar operations experience including purchasing and inventory and keeping to a budgeted COS.**

**• Reviews detailed operational plans for daily operations and special events to ensure that all areas are properly maintained and staffed. Works with Catering Director and Executive Chef to develop action plans for large club events that require all-hands-on-deck staffing levels. Is willing and capable to fill-in when needed or required.**

**• Serves as the Staff liaison for the Food and Beverage Committee.**

**Human Resources**

**• Embraces the club staff's core values of professionalism, trust, teamwork, positive communication, safety, and passion for gracious hospitality.**

**• Recruits, interviews, hires, trains, supervises, evaluates, mentors, and develops the team in accordance with established Club procedures. Will work to make sure the Team feels empowered to react and provide service within our guidelines.**

**• Ensures that all Staff consistently complies with the Club’s employee manual, Club policies, and procedures.**

**• Knowledge of labor laws and ability to complete payroll on a weekly basis.**

**Financial**

**• Develops long-range and annual business plans that support the achievement of the Club’s Strategic Plan and take responsibility for the implementation of the strategies for success.**

**• Develops and implements the departmental budget and tracks financial results and responds as necessary. Assists with compiling the monthly and annual forecasts as requested by the Accounting Department. Monitors budget implementation and ensures that budget objectives are met.**

**• Manages within budgetary guidelines while working with Marketing Director, Catering Director, and Executive Chef to develop marketing programs to increase Club Usage. Exhibits proper expense controls for food, beverage, labor, and other expenses and makes recommendations to generate revenues, increase profitability and increase usage of the club.**

**• Prepares monthly PMIX and survey results. Also prepares the monthly alcohol inventory report for accounting.**

**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.**

**• Develops a capital budget for all necessary food and beverage equipment and recommends facility renovation needs.**

**• Responsible for proper cash and charge procedures, guest check analysis, tip reports, ticket controls and daily sales reports and analysis.**

**• Manages the department’s long-range staffing needs.**

**• Responsible for the recruitment, training, supervision and termination of FOH food and beverage staff.**

**• Helps plan the organizational chart and 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.**

**• Assures that all standard operating procedures for revenue and cost control are in place and consistently followed.**

**• Assures that all applicable club policies and procedures are followed.**

**• Helps plan and approves internal marketing and sales promotion activities for the department’s outlets**

**• 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.**

**• Ensure all energy management, preventive maintenance and other standards are consistently met.**

**• 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.**

**• Researches new products and evaluates their cost and profit benefits.**

**• Maintains food and beverage personnel records.**

**• Monitors purchasing and receiving procedures to ensure proper quantity, quality, and price for all purchases.**

**• Consults daily with the General Manager, Executive Chef, Catering Director, and other club administrators to help assure the highest level of member satisfaction at minimum cost.**

**• Greets guests and oversees actual service on a routine, random basis.**

**• 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.**

**• 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.**

**• Approves all product invoices before submitting to the Accounting Department.**

**• Monitors or manages physical inventory verification and provides updated information to the Accounting Department.**

**• 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 weekly payroll.**

**• 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 Controller or Chief Financial Officer 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 china, glass, and silverware inventories.**

**• Implement and monitor sanitation and cleaning schedules.**

**• Completes other appropriate assignments from the General Manager.**

Personal Traits and Characteristics

* **Positive outgoing personality with ability to be front and center with the membership**
* **Excellent communication skills**
* **Ability to blend in seamlessly with the team**
* **Understand the importance of the member experience at Bird Key Yacht Club**
* **Ability to present reports and analysis to the Board**

 Requirements

Education and/or Experience

• Four-year college or university degree in Hospitality Management or Culinary Arts is preferred.

• A minimum of 4 years in upper-level management in Food and Beverage, and at least eight years of FOH service.

Job Knowledge, Core Competencies and Expectations

• Ability to build, train, and maintain employee teams.

• Adept in food and beverage cost controls, accounting, point-of-sales systems and operating procedures.

• Ability to design menus and accompany them with marketing and promotions

• Possesses operational skills in wine, spirits and bar operations.

• Has strong interpersonal and organizational skills, and a polished, professional appearance and presentation

• Is an effective communicator through all department levels and throughout club.

• Knowledge of and ability to perform required role during emergency situations

**Competitive Compensation & Benefits**

**The Club offers an attractive and competitive compensation and benefits package to include:**

* **401(K)**
* **Health, Dental, Vision, and Life Insurance**
* **Membership in CMAA**
* **Continuing education allowance**
* **Generous PTO Plan**
* **Yearly Bonus Plan**
* **Moving allowance provided**
* **Performance incentive program and would be able to**
* **Participation in the annual holiday gift fund**

Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search:

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Principal Principal

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