



Congressional Country Club is searching for a strong and passionate leader. A unique opportunity exists for applicants with a successful track-record of leadership and high-quality food and beverage operations management in private clubs or high-end establishments in the hospitality industry. The Food and Beverage Director will report Assistant General Manager in all operational and functional areas of the food and beverage operations.

The successful applicant will be an integral part of a high-performing team at one of the most highly regarded country clubs in the country. Congressional Country Club is searching for a passionate leader with strong leadership, **team building**, **food and beverage services**, with experience building and leading a great, high-performing team, unsurpassed levels of excellence within a \$10M, multi-faceted F&B operation and \$30M+ annual gross volume.

### **CONGRESSIONAL COUNTRY CLUB MISSION STATEMENT**

Congressional Country Club is a full amenity private club, rich in history and tradition, and committed to excellence.

### **CONGRESSIONAL CORE VALUES**

Core Values:

*Consistent Implementation* Valuing members first through empowered execution (who).

*Clear Intentions* Provide every team member something to work toward, not just on (what).

*Continuous Improvement* Every day our hospitality delivery must be Better, Unique or New (how).

Strategy:

Doing our best work together, Congressional will further differentiate itself by creating an engaged Member community and developing thriving team members by Doing Simple Best.

### **What will be expected of you**

- Reports to and assists the Assistant General Manager in all operational and functional areas of the food and beverage operations
- Ensures that Congressional Country Club members and guests enjoy outstanding food and beverage operations by providing consistent, exemplary service. Oversees F&B staff management including catering, events and all culinary operations
- Has a verifiable track record of successfully leading and growing dynamic clubhouse operations including building revenues, controlling costs and meeting or exceeding planned and budgeted bottom line goals and objectives in food and beverage operations
- Has an extensive knowledge of all areas of F&B
- Has strong organizational and time management skills; identifying the details necessary to consistently achieve high levels of quality, satisfaction and outstanding member experiences

- Is confident in his or her abilities yet humble in his or her interactions
- Has a fundamental understanding of what constitutes a "premier Club experience," and the proven ability to execute to that level
- Has strong listening skills and is able to absorb a multitude of ideas and filter to the most important and viable options for action and completion
- Has technology skills including the use of Word, Excel, Outlook, POS systems, and time management
- Maintains and continually improves member service quality in the management of direct reports, and all food and beverage events and programs presented for the members and guests
- Seeks out new and innovative ways to meet and respond to the needs and demands of the ever changing and diverse group of membership. Displays strategic thinking, excellence, passion, and forethought.
- Provides quality leadership and contributes to the positive atmosphere of the Club and associated operations
- Interacts positively, professionally, with poise, and politely with all team members, vendors and the community to promote a team effort.
- Assists the AGM and CFO with budget preparation and adheres to budgetary guidelines in management and operation of F&B operations, including costing of events, personnel costs, and projections.
- Ensures that appropriate controls and cost-effective procedures related to employee payroll, purchases, inventories, supplies, and other necessary expenditures are in place.
- Provides proactive, accurate, timely and meaningful reports and analysis.
- Keeps the AGM informed of all significant or potentially significant operating matters, problem areas, achievements, or other matters of importance.
- Maintains professional memberships and attends educational offerings that benefit both the Club and their personal career growth
- Leads and develop multiple department heads to further enhance members experience
- Works with department heads to plan professional development programs for all team members
- Approves budgets, team member needs and general operating procedures and other plans for the rooms, housekeeping, maintenance and repair and security departments; directs the work of department heads
- Plans and coordinates training and professional development programs for yourself and club personnel
- Assures that the club's preventive maintenance and energy management programs and Master Plan are on schedule and in use
- Assists in the planning of facility improvements, remodeling, construction and repair, and interacts with applicable club committees for this purpose
- Serves as an *ad hoc* member of appropriate club committees
- Serves as a club representative within the community
- Researches new products and develops an analysis of their costs and benefits
- Oversees daily food and beverage operations
- Works with Team Member Engagement Department to develop long-term needs for the clubhouse department

**How we determine your qualifications:**

- Bachelor's Degree from a four-year university or college in Hospitality Management.
- Member of Club Managers Association of America (CMAA) and other professional associations
- Six or more years of related experience with three or more years as a manager
- Has 6 plus of management experience in a high-end club or hotel
- Will possess experience in supervising, developing and leading department level managers both front and back of house
- Is a passionate and highly motivated professional who enjoys member engagement and making each moment special and memorable for members and their guests

**Benefits:**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefit package including CMAA membership.

**If interested, please send resume and cover letter to Venus Jordan: [vjordan@cclub.org](mailto:vjordan@cclub.org)**