

**Candidate Profile**

***Director of Food & Beverage***

***Frederica Golf Club***

***St. Simons Island, GA***

*www.fredericagolfclub.com*

**Position Summary:**

Frederica Golf Club is looking for a dynamic, visible, and accessible leader to manage all food and beverage operations, cost controls, labor management and development of revenue generating programs for a la carte, and special events. A friendly, outgoing personality is a necessity as is a strong working knowledge of what constitutes a “premier Club experience” and the ability to deliver it. He/She reports directly to the owner and supervises all the service staff in the front of the house and works closely and collaboratively with the Executive Chef and his team, as well as the Director of Events.

The ideal candidate must be able to motivate and direct a staff to exceed the expectations of the membership and guests. They will have a verifiable history of successfully leading and growing a premier food and beverage operation including building revenues, controlling costs, and meeting or exceeding planned and budgeted bottom line goals and objectives.

**About Frederica Golf Club:**

Frederica Golf Club is a one-of-a-kind golf experience. The stunning natural beauty of the property begins to unveil itself on the drive up the brick paved path through hole #1 green and hole #2 teeing ground. Every step taken is carefully considered in advance and executed with extraordinary attention to detail. Staff and members are part of a special family where golf is a way of life and Southern traditions are strong. The club is located on beautiful St. Simons Island, one of the most historical and breathtaking parts of Georgia.

While golf is our core, Frederica Golf Club offers our members a multitude of amenities to provide a complete membership experience. Members can relax spending the day on Lake Frederica fishing or boating or enjoying two of the best tennis and pickleball courts in Glynn County. There is a pool and fitness center for members.

**Position Responsibilities and Knowledge Required:**

* Monitors the financial performance of the department for labor, bar purchasing, inventory, and expense control.
* Participates in the development of the annual operating budgets and is responsible to achieve it.
* Responsible for keeping up with new technology, techniques and products and incorporating them into our dining experience.
* Provide an inviting and safe environment by ensuring all routine cleaning, preventative maintenance, repair work and safety processes are appropriate and completed expeditiously at all food and beverage production and serving areas.
* Key to the position is to lead the F&B team by attracting, recruiting, training, retaining, and appraising talented personnel, remaining in compliance with state/federal labor laws and Club policies.
* Strong computer skills being responsible for training, maintaining, and reporting using the club’s POS system.
* Is personable with members while maintaining a respectful professionalism.
* Has exceptional communication, interpersonal, and customer service skills. Must be a collaborator and customer service oriented.
* Helps plan and approves external and internal marketing and sales promotion activities for the

department’s outlets and special club events and shows passion for creating great experiences.

* Consults regularly with the Executive Chef and the Director of Events to help assure the

highest level of member satisfaction at minimum cost.

* Establishes quantity and quality output standards for personnel in all positions within the department.
* Addresses member/guest complaints and advises the owner about appropriate corrective actions.
* Reviews, with the Executive Chef, menu items, pricing, and menu designs for all outlets, special events, and banquet events.
* Monitors purchasing and receiving procedures to ensure proper quantity, quality, and price for all

purchases.

* Responsible for on-going facility inspections throughout the clubhouse to assure cleanliness, maintenance, safety and ensure all standards are consistently maintained.

**Dining Facilities**

Frederica's dining experience can simply be described as understated elegance. In all, annual Food & Beverage sales total $3 million, with approximately $1.75M Ala Carte and $1.5M banquet.

The splendid culinary staff of Frederica Golf Club proudly presents creative, sophisticated cuisine in the Tabby Room (capacity40), Private Dining Room, (capacity 12), Boathouse (capacity 150), Clubhouse Terrace (capacity 250+), The Pub (capacity 80), Screened Porch (capacity 30) or the Living Room (capacity 30). Whether it is a special anniversary dinner, quick bite after nine, holes, or Easter Sunday brunch, the club offers a menu and ambiance to satisfy all dining needs.

**Educational Qualifications:**

* A Bachelor’s Degree from a four-year university or college is desirable, preferably in Hospitality Management.
* In lieu of the degree; substantial high-end, private club or hospitality experience may be considered.
* Minimum of 3 years Food and Beverage management experience with responsibility for departmental P/L, revenues of over $1 million and 50+ employees

**Compensation & Benefits**

Compensation of Base Salary and Annual Performance Bonus is commensurate with qualifications and experience. Benefits include Medical, Dental and Life Insurance, Vacation, 401(k), continuing CMAA education. Frederica Golf Club is dedicated to support the needs of our team through our commitment to the family/work life balance, providing development opportunities, free employee meals, staff activities and events, and a team atmosphere.

This position is required to work a varying schedule based on the Club’s need. This schedule will include nights, weekends, and holidays.

**Qualified applicants please send resume with cover letter addressed to Mr. James Kaufman, Owner to:**

Ned Welc

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