

## Candidate Profile

### Director of Food & Beverage

Shadow Glen Golf Club | [www.shadowglen.org](http://www.shadowglen.org)  
Olathe, Kansas



#### Organization

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Located in Olathe, Kansas, just 30 minutes from downtown Kansas City, Shadow Glen is an award winning golfing masterpiece designed by the team of Jay Morrish, Tom Weiskopf and Tom Watson. The vision of Shadow Glen is to provide a nationally recognized 18-hole championship course, extraordinary practice facilities and a luxurious and inviting clubhouse facility offering the finest in dining and amenities.

The elegant and sophisticated Shadow Glen clubhouse compliments the golfing amenities with facilities to accommodate all types of business and private functions. The stunning Howard Nearing design features an interior stone waterfall, high vaulted and beamed ceilings, skylights, and over 100 windows lining the clubhouse offering gorgeous panoramic views of the course, lake and bluffs surrounding the site—a wonderful setting for any function.

A free-standing fireplace is the focal point in the center of the main dining room. The room also offers a gorgeous, breathtaking, panoramic view of the course and bluffs surrounding the area - a wonderful setting for any function.



The Fireside Room, a place for informal gatherings or more formal intimate dinner parties is located off the main lobby. The Director's Room offers privacy and is designed for business meetings up to 15.

Private meeting and dining rooms are available for every size of event from small, casual luncheons to large formal banquets and the menus offer a wide range of cuisine. They are perfect for business meetings, weddings, family gatherings or any event that calls for gracious surroundings and friendly service.

A men's card room, with a bird's eye view of the 18th fairway and green, and an informal Mixed grill room are popular 19th hole gathering spots. Outdoor dining is also available on the deck that wraps around the back of the clubhouse with views overlooking the course.

- Annual Gross Revenues are \$5.2 million.
- Annual Food and Beverage revenue is currently \$1.3 million with 25% of that banquet business and 75% a la carte dining.
- Total staff of 100 in season.
- 330 full Golf members and an additional 125 Social members.

#### Position Summary

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The Director of Food and Beverage will provide operational and strategic leadership for all food and beverage activities at Shadow Glen. He or she will be a dynamic, visible, and accessible leader for the staff and members alike. The candidate will be responsible for all food and beverage operations including banquet services. The Director of Food and Beverage sets the pace as an example of gracious hospitality to all employees. Potential candidates will possess all of the requisite skills, leadership qualities, and personal traits suited for a multi-unit hospitality environment. A friendly, outgoing personality is a necessity as is a strong working knowledge of providing a platinum-level dining experience to the club membership. The club is seeking candidates with proven food and beverage experience with the ability to enhance member and or guest engagement with proven leadership abilities resulting in team development. The ability to drive a high-end service culture through ongoing training is necessary. The goal of the staff is to provide members with excellent service and to promote maximum satisfaction of the membership within all facets of the club dining operation.

This position reports directly to the Club Manager/Director of Golf with about 20 direct reports including the Executive Chef, Banquet Director, and dining Room Manager.

## Responsibilities

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- Oversees all F&B Dining operations (which include banquets and a la carte dining).
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Creates training manual for the Club.
- Creates wine lists and works closely with the Wine Committee to create wine list/programs.
- Manages physical inventory verification and provides updated information to the accounting department as needed.
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Assists in planning and implementing procedures for special club events and banquet functions.
- Develops interesting ways of promoting club functions in the dining rooms and other areas.
- Works with the Executive Chef on menu development for all outlets and special events.
- Works closely with the House Committee.
- Works with Executive Chef to create budgets and capital plans.
- Provides reviews on a regular basis to staff.
- Communicates regularly with vendors.
- Establishes strong rapport with members.
- Works to promote dining and events at the Club.

## Requirements

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- A minimum of five years combined as a Food & Beverage Director, Clubhouse Manager, Assistant Food & Beverage Director, Assistant Clubhouse Manager or a comparable position in a prestigious, high quality venue such as a hotel, destination resort, restaurant, or stand-alone private club.
- Four year degree in Hospitality preferred but not required.
- A career path marked with stability and accomplishment noted by a steady progression of management responsibility.
- Training knowledge for all F&B departments.
- Strong knowledge of fine dining restaurant service, catering and banquet operations, timing, service styles and creativity with unique service steps.
- Food and beverage cost control knowledge.
- Strong budgetary, forecasting and cost control skills and the ability to consistently produce budgeted expectations.
- Extensive wine & spirit knowledge.
- Excellent verbal and written communication skills.
- A strong presence on the floor.
- Computer and POS knowledge.
- Attributes to include:
  - An outgoing and friendly personality-hands-on and visible, member/staff-friendly.
  - Leadership skills with the ability to motivate a veteran staff and earn their respect and trust.
  - Highly energetic.
  - Excellent communication skills at all levels.
  - A strong sense of service with proven training and development skills.
- A career path marked with a logical progression of title and responsibility, stability of tenure and accomplishment.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review.

## Compensation and Benefits

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Shadow Glen will offer an attractive and competitive compensation and benefits package to include:

- Competitive Salary and Bonus program.
- 401K enrollment.
- Group Health Insurance.
- Continuing Education allowance.

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

GSI Executive Search, Inc.

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