



Annapolis Yacht Club

I. Position

Food and Beverage Director

II. Job Summary

Responsible for all food and beverage production and service for the club. Directly supervise the Assistant Manager, Dining Room Manager, Head Bartender, and all food and beverage service associates. Helps plan and implement budgets. Responsible for hiring, training and supervising all front of house associates to assure that the wants and needs of club members and guests are consistently exceeded.

III. Job Responsibilities

1. Responsible for all recruiting, hiring, training of all food and beverage associates.
2. Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
3. Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
4. Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
5. Helps plan and approves external and internal marketing and sales promotion activities for the food and beverage department.
6. Helps plan and approves the organizational chart, staffing and scheduling procedures and job description and specifications for all department staff.
7. Manages the long-range staffing needs of the department to be ready for season.
8. Establishes quantity and quality output standards for personnel in all positions within the department.
9. Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and local laws pertaining to alcoholic beverages; assures that all applicable club policies and procedures are followed.
10. Researches new products and develops an analysis of the cost and profit benefits.
11. Maintains food and beverage personnel records.
12. Develops and implements policies and procedures for food and beverage department.
13. Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.
14. Consults daily with the Assistant General Manager, Executive Chef, Senior Assistant Manager, Assistant Manager and other applicable club management to help assure the highest level of member satisfaction at minimum cost.
15. Greets members and guests and oversees actual service on a routine basis.
16. Helps develop wine list, bottle and glass wine sales promotion programs.
17. Develops on-going professional development and training programs for food service and bar service personnel
18. Ensures correct handling procedures to minimize china, glassware, silverware breakage and shrinkage.
19. Addresses member and guest complaints and advises the Assistant General Manager about appropriate corrective actions taken.
20. Develops interesting ways of promoting ala carte business and club functions business.
21. Attends club committee meetings when necessary.
22. Assists in planning and implementing procedures for special club events and banquet functions.
23. Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
24. Monitors employee dress codes according to policies and procedures.

25. Approves all product invoices before submitting to the accounting department.
26. Manages physical inventory verification and provides updated information to the accounting department.
27. Responsible for the proper accounting and reconciliation of the point of sale systems and member revenues.
28. Maintains records of special events, house counts, food covers and daily business volumes.
29. Ensures that an accurate reservation system is in place and host staff trained on our systems.
30. Audits and approves weekly payroll.
31. Responsible for long-range planning for the department in concert with the club's planning process.
32. Works with the Assistant General Manager and Executive Chef to establish menu prices for *à la carte* dining.
33. Establishes and maintains professional business relations with vendors.
34. Helps Develop a capital budget for all necessary food and beverage equipment.
35. Serves as manager on duty on a scheduled basis.
36. Responsible for all CE implementation, pricing, costs, ordering and maintaining supplies and equipment.
37. Responsible for maintaining monthly beverage costs and proper utilization of all beverage products, accuracy of beverage pours with staff, training, and ordering procedures.
38. Monthly beverage inventory with Head Bartender.
39. Assure that all direct reports understand Club's Mission Statement and execute that vision through daily job functions.
40. Assists in the Development of the operating budget. Monitors and takes corrective action as necessary to help assure that budget goals are attained.
41. Will be responsible for China, Glass and Silverware Inventory.
42. Completes other appropriate assignments from the Assistant General Manager.

IV. Reports to

Assistant General Manager

V. Directly Supervises

Senior Assistant Manager, Assistant Manager; Head Bartender; all front of house service associates; and assists in supervision of all AYC associates.

Please forward your resume and cover letter to lluistro@annapolisyc.org. We will be hosting interviews in the weeks to come. The position is currently vacant. Thank you for your time and consideration.