

Position available - Food and Beverage Director, Alpine Hills Tennis and Swimming Club

Work Location:

Alpine Hills Tennis and Swimming Club – Portola Valley, California

About Employer:

Established in 1958, Alpine Hills Tennis and Swimming club is a private member owned club set in the beautiful Portola Valley. Club activity consists of Tennis, Fitness and Swimming along with a casual dining facility open 7 days a week. Alpine Hills is proud of its long tradition of providing a home away from home, where our members can enjoy the company of other members in a casual family friendly environment.

Position Overview:

The Food and Beverage Director is a direct report to the General Manager who reports to the Board of Directors. He/she is responsible for creating and managing all food and beverage operations and member programming related to Food and Beverage. The Food and Beverage Director will hire, develop, and lead all food and beverage staff including Executive Chef, Bar Manager, all front and back of house employees, and seasonal help. The Food and Beverage Director will be responsible for the P&L of the department, with profitability targets that provide high quality food and service for reasonable prices. Our number one goal is to promote maximum usage of the clubs facilities by providing our members and their guests with excellent service, and creative/delicious food and beverage in a casual, warm and friendly environment. In addition to daily dining, the Food and Beverage Director will oversee special member events (holiday dinners, cinco de mayo, etc) as well as private member events. To better accomplish our goal, Alpine Hills is in the process of building a new Clubhouse that will be opening in August for 2019. This new facility will greatly enhance our food and beverage department, and provide growth opportunities for our food and beverage department and staff.

We are looking for a person that is ready and willing to take on the challenge of leading our food and beverage department as we make the transition to our new facility.

Job Title: Food and Beverage Director

Direct reports: Executive Chef, and Clubhouse Manager.

Position Purpose: Create an environment of high quality casual dining that is our member's first choice in dining and socializing.

Member Integration: High level of member interaction requiring strong people skills, friendly outgoing personality, and strong desire to provide a high standard of customer service.

Duties and Responsibilities:

- Maximize member utilization and satisfaction.
- The ideal candidate will be responsible for all food and beverage production, service, financial performance, and controls. He/she will directly hire, supervise, train and schedule all FOH and BOH service and staff.
- Work closely with Executive Chef in developing seasonal menus, a la carte specials, and event and private party menus.
- Provide enjoyable food and beverage events and experiences for all membership groups.
- Personally handle member complaints and advise General Manager and direct reports of corrective action.
- Create standard operating procedures and cost controls and make sure they are consistently followed.
- Assist in planning, operation and running of special events and banquets. This is a hands on position and will require working closely with the staff to ensure member satisfaction.
- Develop and maintain an effective orientation and training program for new and existing staff.
- Assure all revenues are collected and properly posted.
- Work with the Clubhouse Manager to create Beer, Wine and Alcoholic offerings.
- Schedule personnel and plan dining room set up for all special programming.
- Monitor appearance, cleanliness and safety of equipment, member and staff areas.
- Monitor and correct staff behavior and appearance to meet all company policies.
- Communicate well with staff, members and committees.
- Maintain inventory for all food and beverage items.
- Assure that all local and state laws and club policies and procedures for the service and sale of alcoholic beverages are followed as well as health department standards.
- Help create all member communications related to Food and Beverage.
- Create and understand budgets and cost control ratios.

Knowledge, Skills, and Experience:

- Prefer college degree in related field or equivalent experience.
- Minimum 3 years in food and beverage management.
- Must be computer literate and have strong organizational, marketing and communication skills.
- Food and Wine knowledge.
- POS system knowledge.
- Food and Beverage financial understanding, including COG, and inventory.
- Private club experience preferred.

Physical requirements:

Must be able to work long hours standing, walking, bending and lifting up to 40lbs in areas that might not be temperature controlled.

Compensation:

Competitive salary based on education and experience.
Benefit package to include Health, Dental and Vision coverage.
Yearly bonus incentive
Educational budget and CMAA dues
Daily meal allowance

Send RESUMES to Eric Quade at eric@alpinehills.us

Make sure to include contact phone number, email, references, and a brief description of yourself.

Please no calls at this time.

For information about our club, please visit www.alpinehills.us

Please note: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make accommodations for individuals with disabilities.