



# St. Francis Yacht Club

The Mission of the St. Francis Yacht Club is to serve as the inspirational center of boating activities regionally, and a leader of yachting internationally.

We honor camaraderie, sportsmanship, tradition and the maritime heritage of San Francisco in a premier yachting environment.

St. Francis Yacht Club is one of the premier yacht clubs in the world, home to 2,400 esteemed and diverse members, all of whom share a passion for yachting. Located on the shore of the San Francisco Bay, the City Clubhouse features three unique dining spaces, numerous elegant event spaces and athletic facilities for junior sailors and adults alike. The club's regatta schedule is one of the most competitive in the world, playing host to 125+ days of racing, including several Grade 1 International regattas.

Additionally, StFYC owns a private island, Tinsley Island, 70 miles up the Delta, where our members enjoy social and boating opportunities as well as key club events during the peak season of May through October.

**Position:** Food and Beverage Director  
**Reports to:** Clubhouse Manager  
**Direct Reports:** Food and Beverage Manager  
All Food and Beverage service staff  
**Executive Team:** Yes

#### **Core Competencies:**

Enthusiastic, self-motivated individual with good teamwork track record  
Strong interpersonal and administration skills  
Ability to multi-task in high pressure situations  
Good working knowledge of food and beverage operations in a Club environment  
Willing to work weekends/evenings and some holidays  
CCM certification a plus but not necessary

#### **Summary of Responsibilities:**

- Responsible for all food and beverage service for the San Francisco clubhouse and Tinsley Island
- Directly supervises the Food and Beverage Manager and Captains
- Plans and implements budgets
- Hires, trains and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of Club members and guests are consistently exceeded

#### **Job Tasks (Duties):**

- Assists in developing an operating budget for each of the department's revenue outlets; after

- approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
  - Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
  - Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized
  - Helps plan and approve external and internal marketing and sales promotion activities for the food and beverage department
  - Helps plan and approve job description/specifications for all food and beverage department staff
  - Manages the long-range staffing needs of the department
  - Establishes quantity and quality output standards for personnel in all positions within the department
  - Completes weekly food and beverage schedule according to business needs and inline with union CBA requirements
  - Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
  - Researches new products and develops an analysis of the cost/profit benefits
  - Completes and submits to HR any corrective action and written warnings in a timely manner
  - Develops and implements policies and procedures for food and beverage departments
  - Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases
  - Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize food costs
  - Consults with the Executive Chef, Catering Director, Receiving Clerk and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost
  - Greets guests and oversees actual service on a routine basis
  - Helps develop wine lists and bottle/glass wine sales promotion programs
  - Develops on-going professional development and training programs for food production, service and bar production/service personnel
  - Ensures correct handling procedures to minimize china and glassware breakage and food waste
  - Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken
  - Develops interesting ways of promoting club functions in the dining room, lounge and other outlets
  - Serves as an ad-hoc member of appropriate club committees
  - Assists in planning and implementing procedures for special club events and banquet functions
  - Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities
  - Monitors employee dress codes according to policies and procedures
  - Approves all product invoices before submitting to the accounting department
  - Manages physical inventory verification and provides updated information to the accounting department

- Responsible for the proper accounting and reconciliation of the Point of Sale systems and member revenues
- Works with accounting & staff to mitigate monthly food and beverage billing errors
- Maintains records of special events, house counts, food covers and daily business volumes
- Ensures that an accurate reservation system is in place
- Audits and approves weekly payroll
- Suggests remodeling, refurbishment and other building design enhancements
- Complete periodic china, glass and silverware inventories

If you are interested in becoming a member of a progressive and driven team, please submit your resume at [www.stfyc.com](http://www.stfyc.com) or by email at [jobs@stfyc.com](mailto:jobs@stfyc.com). EOE.