



**Food & Beverage Director
Boca West Country Club
Boca Raton, Florida**

Located in the heart of Boca Raton, Florida, in Palm Beach County, Boca West Country Club is a private, resident-only, luxury country club community. With four championship golf courses, an award-winning USTA tennis facility, a luxurious spa, six renowned restaurants, and an active social community – all surrounded by 1,400 acres of lush, tropical landscaping – Boca West offers an incomparable lifestyle and impeccable service. Coming soon is the completion of a \$45 million Club Expansion Program that includes a seismic 96,000 square foot Aquatics Center with five pools and a new restaurant bar, as well as a full-scale renovation of the two-story Sports Center Complex that will include spin, aerobics, Pilates, and core training. A serene spa relaxation courtyard will be added with an outdoor wet area as well as an outdoor rooftop bar and terrace overlooking the magnificent Palmer Golf Course.

Job Description

We're looking for an innovative and creative Food & Beverage Director who thrives in a busy, energized, high-volume and fun environment. If you are someone with a passion for all things food and beverage, loves to be in a fast-paced environment where you can showcase not just your own talent but mentor others and help exceed our members service expectations then this is the opportunity for you!

- 5-7 years' experience in a leadership role in a luxury market at a hotel, resort, or club
- B.A. Degree required, preference to Hospitality Management or similar
- Reports to the Clubhouse Manager
- Direct Reports include Executive Chef, Director of Catering, F&B Managers, and Director of Purchasing

Required Knowledge, Skills, And Abilities

- Strong outgoing personality
- High connectivity and engagement with staff and members
- Passion, creativity, and love for Food & Beverage
- Wine knowledge
- Training and development of managers and staff
- Managing multiple restaurant and bar operations
- Strategic and tactical planning skills
- Critical eye for detail
- Team builder
- Strong budgeting and financial acumen

General Statement of Duties

1. Develop operating budget for each of the department's revenue outlets to maximize profitability.
2. Assures that effective orientation and training for new staff is planned and implemented.
3. Cultivate professional development activities for experienced staff.
4. Ensure that all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
5. Responsible for standard operating procedures for revenue and
6. cost controls are in place and consistently utilized.
7. Plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff.
8. Plan and approves external and internal marketing and sales promotion activities for food and beverage department.
9. Research new products and develops an analysis of the cost/profit benefits.
10. Review innovations in food preparation and presentation to maximize member and guest satisfaction and minimize food costs.
11. Collaborate with Executive Chef, Director of Catering, Director of Purchasing, and other applicable club administrators daily to ensure
12. the highest level of member satisfaction at minimum cost.
13. Assists in planning and implementing procedures for special club events and banquet functions.
14. Oversees appearance, upkeep, and cleanliness of all food and
15. beverage equipment and facilities.
16. Approves all product invoices; audits and approves weekly payroll.
17. Responsible for the proper accounting and reconciliation of the Point of Sale (Squirrel) systems and member revenues.
18. Maintains records of special events, house counts, food covers, and daily business volumes.



Questions or interested professionals should contact

Craig Martin at cmartin@clubleadersgroup.com

Cell number: 561-662-4379