



## POSITION DESCRIPTION

<b>FLSA:</b>	Exempt
<b>POSITION TITLE:</b>	Food & Beverage Director
<b>FACILITY/DEPARTMENT:</b>	Food & Beverage
<b>REPORTS TO (TITLE):</b>	General Manager/Director of Golf
<b>SUPERVISES:</b>	Entire F&B Staff and Housekeeping
<b>DATE:</b>	Revised November 2018

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**BASIC FUNCTION:** Direct all food & beverage and housekeeping related activities for the facility. Ensure the profitable operations of a dynamic and efficient Food and Beverage Department through direct execution of all day-to-day functions. Guidance and direction of the personnel and control of the resources at hand to obtain budgeted goals as a minimum standard. Creation of high efficiency and productivity at minimum cost while maintaining a quality operation. To provide competent, efficient, and friendly service where each employee can contribute to the comfort, well-being and safety of our customers.

### QUALIFICATIONS:

- ❖ Ability to solve practical problems and deal with a variety of concrete variables in situations when, at times, only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- ❖ Ability to read, analyze and interpret general business periodicals, professional business journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence and procedure manuals.
- ❖ Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ❖ The ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- ❖ Working knowledge of computers and various computer programs.

### WORK EXPERIENCE REQUIRED:

- ❖ 3-5 years management experience and/or training  
or
- ❖ An equivalent of hands-on training in the restaurant, golf club house  
or
- ❖ Hotel/restaurant management.

### EDUCATION, KNOWLEDGE AND TRAINING:

- ❖ High School Degree required
- ❖ Some college training preferred

## **ESSENTIAL FUNCTIONS:**

1. Develops and monitors, with input from managers, the annual Sales & Expense Budgets.
2. Obtains and maintains knowledge of local & state liquor laws and alcohol awareness program, ensuring that all appropriate staff is trained and knowledgeable within the guideline policy time frames.
3. Creates and recommends pricing and cost structures for the Food & Beverage Department.
4. Controls waste in man-power, minutes, methods and takes all necessary steps to rectify and improve all unproductive areas.
5. Maintains high visibility and unsolicited contact with customers to identify, qualify and maintain a solid relationship with influential decisions makers in our market.
6. Meets with managers once week to assist in meeting their short and long-term commitments to the facility and to exchange information pertinent to the successful operation of the Food & Beverage Department.
7. Participates in general staff meetings to maintain a full awareness of charges, improvements, policies and procedures.
8. Develops and implements training operations and standards for all positions. All new employees will be required to complete orientation prior to working unsupervised.
9. Develops long and short-term range plans for all areas of the Food & Beverage Department to meet the desired objectives of the facility.
10. Trains personnel on facility standards of service to the guest and in the proper handling and usage of equipment.
11. Implements cataloguing and documentation of non-fixed assets on a calendar quarterly basis and consumables monthly.
12. Performs a detailed inspection of the entire Food & Beverage operation at least twice a month or more often using a checklist as a guideline, and in the company of the General Manager/Director of Golf. Action plans and mutually agreed upon remedies must be instituted for any deficiencies arising from this inspection.
13. Personally, approves all personnel changes.
14. Monitors changes and maintains the policy that no employee can be terminated without the involvement of the General Manager/Director of Golf Operations.
15. Evaluates the performance employees at least twice annually. Also completes all annual evaluations within required time frame.
16. Monitors (with the applicable persons) the safety condition of all areas of the Food & Beverage Department. Reports in writing all recommendations to the General Manager/Director of Golf.
17. Is to be in total compliance at all times with all applicable laws governing employment, safety, health, sanitation and any other regulations established by governmental agencies or policies of Pinnacle HR Group.
18. Conducts regular meetings to review all guest comments and compliments and to plan for all up-coming events.
19. Maintains a personal and daily involvement in the quality of food and actual food presentation.
20. Communicates clearly with all levels of staff and manages differences.
21. Achieves an effective flow of ideas and information at all Food & Beverage departmental meetings by providing opportunities for employees to speak freely.
22. Maintains an effective working knowledge of all areas of the golf facility in order to act as a resource at all times to the management and staff of the golf facility.
23. Assists in the development and implementation of a marketing plan for food and beverage facilities, especially during the slow season and non-busy times (non-alcohol related as appropriate and golf related).

## **MARGINAL FUNCTIONS:**

1. Performs any reasonable task requested by management or Pinnacle HR Group.
2. Assist in other departments as needed for daily operations

**ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the Essential Functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

**POSITION ANALYSIS/SPECIFICATIONS**

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking				X
Bending Over		X		
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing			X	
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing			X	

**ENVIRONMENTAL FACTORS**

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X



## ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description for **Food & Beverage Director**. The Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGERS SIGNATURE: \_\_\_\_\_

PROPERTY: \_\_\_\_\_