



**The Kansas City Country Club
Food and Beverage Director Job Description**

CLASSIFICATION: Exempt

REPORT TO: Assistant General Manager

SUMMARY:

Responsible for overseeing all food and aspects of beverage service at the Club. Directly supervise the Service Managers, Bar Manager, A la Carte Servers, and Bartenders. Plan and implement budgets. Hire, train and supervise subordinates to uphold standards of service to assure that the wants and needs of club Members and guests are consistently exceeded.

DUTIES:

- Develops 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.
- Manages the long-range staffing needs of the department.
- Approves the menus proposed by the Executive Chef for all outlets and dining promotions and prints all physical menus and associated promotional and informational materials for such outlets and promotions.
- Establishes quantity and quality output standards for personnel in all positions within the department.
- 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.
- Develops and implements policies and procedures for food and beverage departments.
- Develops an in depth knowledge of the Club's Wine List, educating servers on the Club's offerings, recommending wines to members, and promoting wine sales.
- Manages the Club's Wine Society, encouraging and driving participation in wine events, planning and executing all wine events.
- Monitors purchasing and receiving procedures for products and supplies to ensure proper quantity, quality and price for all purchases.
- Consults with the Executive Chef, General Manager, Assistant General Manager and other applicable club administrators daily to help assure the highest level of Member satisfaction while maintaining agreed upon food and beverage costs of goods.



- Oversees food and beverage service on a routine regular basis, ensuring that Club standards are being met and exceeded.
- Ensures correct handling procedures to minimize china and glassware breakage and beverage waste.
- Addresses Member and guest complaints and advises the Assistant General Manager about appropriate corrective actions taken.
- Develops interesting ways of promoting club functions in the dining rooms and other outlets.
- Assists in planning and implementing procedures for special club events and banquet functions as needed.
- 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 POS systems and Member revenues.
- Maintains records of food and beverage sales, dining covers, and daily business volumes.
- Ensures that an accurate reservation system is in place.
- Prepares and distributes service staff weekly schedules and audits and approves weekly payroll.