

Stillwater Country Club
Stillwater, Oklahoma
Job Title: F&B Director

Stillwater Country Club is a private member club in Stillwater Oklahoma. SCC is known for its family friendly atmosphere. The club features a picturesque 18 hole golf course, recently renovated pool, pickleball courts and tennis court. Our clubhouse offers casual and fine dining and is very active.

Job Description:

The F&B Director is responsible for managing the day-to-day operations of the clubhouse services, food & beverage operations, and recreation facility staff, while interacting with members and guests to assure all expectation and club standards are consistently exceeded. The F&B Director works closely with the Executive Chef to ensure our members dining experience is exceptional.

- Manage the day to day operations and staff, develop and implement policies and procedures for FOH
- Work closely with Executive Chef to plan and develop menus for daily dining as well as special member events and banquets
- Plan, implement and manage staff recruiting, training and retention program
- Greet members and guests and oversee service on a routine basis
- Responsible for enhancing dining services to increase the overall member experience
- Assists GM with budget preparation and adheres to budgetary guidelines in management and operation of clubhouse.
- Serves as manager on duty on a daily basis
- Addresses members and guests' complaints and concerns keeps GM apprised of these situation and corrective action taken.
- Maintains appearance, upkeep and cleanliness of all Food and Beverage facilities
- Works with GM and Chef to develop new and innovative ways in which to stimulate member activities and participation in club events.
- Attends weekly management meetings
- In the absence of a recreation manager, will manage staff for the facility.

Supervisory responsibility:

- Supervises waitstaff and bartenders
- Interview, select, train, supervise, counsel and discipline all service employees in the department
- Develop ongoing training programs for staff
- Ensures all legal requirements are consistently adhered to including wage and hour and federal , state and /or local laws pertaining to alcoholic beverages
- Ensure that all services to members and guests are conducted in a highly professional manner.

Candidate Qualifications:

The ideal candidate:

- Must articulate a professional and polished demeanor at all times, be a self-starter and have outstanding communication skills. This proven leader must be trustworthy, dedicated, creative and service oriented with an eye for detail.
- Has 2 to 3 years experience in a similar club environment in a supervisory position
- Has a clear understanding of what constitutes a “premier club experience” and the proven ability to execute.
- Is skilled in hiring, training, mentoring and developing high achieving employees. On-going training and coaching is a must
- Understands importance of staff communication. Conducts pre-and post meetings with staff to ensure understanding and expectations of quality of outcomes for every member experience whether for daily dining or events.
- Develop internal marketing promotions and design menus

Educational Requirements:

- Four year college or university degree in Hospitality or Business
- Experience with F&B operating procedures, menu design, bar operations, cost controls, and building, training and maintaining employee teams
- Knowledge of POS systems (Clubtec is used at SCC), Outlook, Word, Excel, Publisher and all social media platforms
- Strong interpersonal and organizational skills with a polished and professional appearance.

Date position is available:

Immediately

Benefits: Benefit package includes PTO, medical and dental coverage, 401K with matching

Please send resumes to:

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