

CANDIDATE PROFILE

Food & Beverage Director
Prairie Dunes Country Club
Hutchinson, Kansas

www.prairiedunes.com



Organization

Prairie Dunes Country Club in Hutchinson, Kansas is an elite golfing destination. Ranked #23 in America's 100 Greatest Golf Courses by Golf Digest (2023-2024), #11 in Best Classic Courses by Golf Week (2020-2021), and #18 in the Top 100 Courses in the U.S. by Golf Magazine (2019-2020), with an additional #31 ranking in the Top 100 Courses in the World (2020-2021), Prairie Dunes is a beacon of prestige.

Founded in 1935 by Emerson Carey, founder of Carey Salt Company, and his four sons, Prairie Dunes enlisted Perry Maxwell, renowned for Southern Hills and Augusta National, to design the course on a vast 480-acre canvas. Despite challenges, including a tornado, the resilient course opened its first 9 holes on September 13, 1937—a testament to dedication and vision.

Beyond golf, Prairie Dunes offers a complete array of amenities—a traditional country club experience. Enjoy multiple dining outlets, indoor and outdoor tennis and pickleball courts, a state-of-the-art fitness center, an outdoor pool, and a vibrant social calendar. Membership categories cater to varied interests, ensuring an ideal fit for all members.

Discover more than a golf destination. Prairie Dunes is a living testament to history and a Kansas treasure. With a links-style design reminiscent of Scottish seaside gems, it's a unique opportunity for golfers worldwide. Be a part of a legacy that spans generations and explore the extraordinary blend of golfing excellence and premier amenities at Prairie Dunes Country Club.

By the Numbers

- 3 dining rooms, 1 lounge, 1 pool gazebo, and a patio
- 18-hole championship golf course (ranked in the top 25 of every published ranking)
- 32 rooms / 48 beds of on-site lodging
- Fitness facility

- 3 indoor tennis courts (dual lined for pickleball), 4 outdoor tennis courts
- \$2.6 million F&B revenue

Responsibilities

The position is responsible for delivering the highest possible standard of hospitality and service across all Food and Beverage amenities, through the continued development and training of the Food and Beverage team. The selected individual will develop and implement programs to enhance the member dining experience and drive revenues through service excellence and increased dining traffic. The Food and Beverage Director supervises the entire front-of-the-house team and partners with the Executive Chef.

Leadership and Team Management

- Develop and implement staffing strategies, including hiring, training, and performance management.
- Create an effective orientation and training program for new staff and a continuing development program for experienced staff.
- Foster a collaborative and positive work environment that encourages teamwork and innovation.
- Partner with the Executive Chef, Director of Events, and other managers to help ensure the best member experience possible.

Operational Excellence

- Oversee daily operations of all food and beverage outlets in a manner that provides best in class presentation and service.
- Monitor and manage food and beverage costs, inventory, and purchasing to meet the desired financial performance of the Club.
- Implement efficient and effective operational processes and procedures to enhance service and minimize waste.
- Helps to plan and approve the organizational chart, staffing, scheduling, and works with Human Resources on role description updates for all department team members.
- Manages the long-range staffing needs of the department.
- Manage physical inventory of all beverages. Conduct monthly alcohol inventory and reports variances to Accounting and the General Manager.
- Provides appropriate reporting of tips to Accounting and/or Director of Human Resources.

Member and Guest Satisfaction

- Maintain a strong focus on member and guest satisfaction, actively seeking feedback and addressing concerns promptly.
- Develop and execute strategies to enhance the dining experience, including special events, themed nights, and other culinary offerings.
- Greet guests and oversee actual service on a routine basis.
- Address member and guest complaints and advise the General Manager about appropriate corrective actions taken and/or escalating incidents, if necessary.
- Serve as an ad-hoc member for the House Committee.

Compliance and Safety

- Ensure compliance with all health and safety regulations, food safety standards, and licensing requirements.
- Monitor and maintain high sanitation and hygiene standards throughout the food and beverage operations.
- Ensure that all legal requirements are consistently adhered to including wage and hour, federal, state and/or local laws pertaining to alcoholic beverages.
- Develop and implement policies and procedures for food and beverage departments.
- Inspect to ensure that all safety, sanitation, preventative maintenance, and other standards are consistently met.

Financial Management

- Develop and manage budgets for the food and beverage department, with a focus on cost control and revenue growth.
- Implement pricing strategies to maximize profitability while maintaining member value.
- Take corrective action as necessary to help ensure that budget goals are attained.
- Responsible for the proper accounting and reconciliation of the POS systems and member revenues

Core Competencies

- Possess an outgoing and friendly personality with a high potential to identify with and embrace the Club's culture and traditions.
- Possess leadership skills to motivate staff with a commitment to quality and excellence.
- Be a highly energetic; self-starter with a hands-on approach to management.
- Be able to provide excellent communication skills at all levels.
- Has established a strong sense of service with proven staff development and training skills.
- Has an ability to function in a committee-oriented environment and to respond to the ideas and energies of the Club's committees.
- Has the ability to work with a variety of personalities.
- Possesses an ability to perform gracefully under pressure, execute events smoothly, and resolve conflicts or complaints.
- Possesses a good sense of humor and an ability to have fun.
- Has strong organizational and time management skills; identifying the details necessary to consistently achieve high quality, satisfaction, and outstanding member experiences.
- Has a professional appearance and demeanor and expects the same from his or her staff.
- Is a hands-on leader who will get things done quietly while engaging with all constituencies.
- Is a highly motivated professional who is passionate and who enjoys full member engagement.

Requirements

- Bachelor's degree in Hotel/Restaurant Management, business, or a related field and experience that provides the required skills and knowledge.
- Two or more years as an Assistant Food & Beverage Director or equivalent experience.
- Sommelier certification or continuing education in wine is preferred.
- CMAA Member working toward CCM is a plus.
- ServSafe certification preferred.

Competitive Compensation

- A full-time salaried position with a full benefits package
- Health, Dental and Vision Insurance per the Prairie Dunes employee benefits package
- Life and AD&D Insurance
- Long-term and short-term disability
- 401(k) plan with employer match upon completion of eligibility requirements
- Competitive salary commensurate with qualifications and experience, with potential for performance bonus
- Professional association dues

Due to the cyclical nature of our industry, Club Employees may be required to work varying schedules to reflect the business needs of the Club. Upon employment, all associates are required to fully comply with the company's rules and regulations for the safe and efficient operation of the facilities. Associates who violate the rules and regulations will be subject to disciplinary action, up to and including termination of employment. The above statements are intended to describe the general nature and level of work performed by people assigned to this position. This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of Prairie Dunes Country Club.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume.

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: Prairie Dunes F&B.



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GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.