

# Director of Food & Beverage

Beach Grove Golf and Country Club  
Tecumseh, Ontario

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## **Position Description**

Beach Grove Golf and Country Club located on Lake St. Clair in Tecumseh, Ontario, was founded in 1921. The Club maintains an extremely active and engaged Membership, who enjoy both golf and the year-round social activities the Club provides. Beach Grove offers its Members a Stanley Thompson designed Championship Golf Course, a beautiful and well-maintained Clubhouse, which offers Members several dining options, a Pool, Harbour, and Curling Rink. Annual Food & Beverage Sales for the year are expected to exceed \$3m. The Club is financially sound and has a positive approach to annual capital and facility improvements, including a soon to be completed Kitchen renovation and the addition of six golf simulator suites and a new food & beverage outlet.

The Director of Food & Beverage, reporting to the General Manager, is an integral and vital member of the Club's Senior Management Team. Immediate reports include; Food & Beverage Manager Member Dining, Food & Beverage Manager Events, and Assistant Food & Beverage Manager. Given the level of annual food and beverage sales, the Members' strong support of dining at the Club and their high usage of the Club's amenities, the Club is seeking a highly motivated candidate who is looking for a dynamic and challenging opportunity.

The Club is located in Tecumseh, towards the northeast of Windsor, providing close access to the 401 Highway. Situated on the shore of Lake St. Clair, the lake offers some of the best lakeside boating, swimming, jet skiing and fishing. Additionally, the Club is located approximately 20 minutes from the US border with Detroit and offers access to professional sporting events, concerts, entertainment, shopping, and incredible dining.

## **Key Responsibilities and Skills**

### Operations

- Responsible for the overall management and organization of all food & beverage service at the Club, including regular Member dining and special events
- Maintains and enhances the high levels of service the Club is known for
- Creates and executes an attractive calendar of Member programs and events, increasing the number and frequency of new and unique Member events and experiences offered to aid Membership engagement and satisfaction
- Designs and implements wine and beverage menus and programs
- Works closely with the Executive Chef on menu design and event planning
- Directly hires, orientates and trains all immediate reports
- Provides the Food & Beverage Committee with bi-monthly updates at Committee meetings, writing up and distributing Minutes for these meetings to the Committee and General Manager

- Works with the Food & Beverage Committee to continually improve the Member experience and ensure Member requests and feedback are resolved in a professional and timely manner.

#### Financial

- Prepares in consultation with the General Manager the department's Annual Food and Beverage Operational and Capital Budgets
- Designs a management and staffing structure consistent with the Operational Budget
- Effectively manages the departments operations to ensure achievement of established Revenue and Expense Budgets
- Provides the General Manager with regular reports on the Department's financial performance to ensure revenue shortfalls or labour excesses are being proactively addressed
- Approves and codes all departmental purchases, ensuring that they fall within Budget

#### Leadership

- Needs to be a highly visible Manager who interacts personally on a daily basis with the Club's Membership
- Ensures open communication procedures exist which encourages Member feedback
- Acts as a coach, team builder, leader, and role model, to the front of the house staff which totals 60+ during the peak season
- Promotes a professional culture and fosters an atmosphere of positivity and achievement
- Drives improvement and positive change throughout the Club to further enhance the Member experience and increase the Club's offerings to its Members
- Ensures staff and department are compliant with all regulations and statutory legislation

#### **Qualifications Required**

- Outstanding interpersonal, communication and presentation skills
- Strong financial acumen and high level of literary skills
- Highly organized individual who is able to multi-task
- Strong leadership skills
- Event planning and execution
- Thorough knowledge of beverages, including wines, beers, and spirits
- Manages their time efficiently so to allow a flexible work schedule which includes evenings, weekends, and holidays
- A minimum of 5 years food and beverage managerial experience
- Knowledge of the JONAS POS system considered an asset
- Experience managing in a Union environment would be beneficial

#### **Salary Details**

This is an outstanding opportunity which provides a competitive compensation package, commensurate with a candidate's qualifications and experience. Interested applicants should forward their resume and cover letter to Kathleen Leippi, Human Resources Manager, via email to [kleippi@beachgrove.net](mailto:kleippi@beachgrove.net)

Beach Grove Golf and Country Club is an equal opportunity employer and will provide accommodations to job applicants with disabilities throughout the recruitment process. Please make us aware of any accommodations that may be needed and we will work with you to meet your needs.

*We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.*