



Food & Beverage Director

American Yacht Club is looking for an enthusiastic, outgoing, and dedicated hospitality professional to be our next Food & Beverage Director. The successful candidate will be able to interact with members in a professional environment and understand the importance of building relationships with members, staff, and vendors in a private club atmosphere. The ideal candidate will be proficient in POS systems and Microsoft Office.

Job Description: Dedicated team player that is experienced in a fast-paced environment and has a true passion for food & beverage and creating exceptional dining experiences.

General Requirements:

- Directly supervise all front of house Food & Beverage employees for both the Restaurant & Tea House (seasonal snack bar).
- Greet and converse with members and guests, to ensure satisfaction with all food and beverage services.
- Create a positive work environment and cultivate a team-oriented atmosphere.
- Responsible for maintaining and operating the POS system. (Northstar)

Job Requirements:

- Directly supervise all front of house Food and Beverage employees, includes hiring, training, developing, and scheduling.
- Coordination of daily staffing levels, pre-shift meetings and assignments which include pre and post shift duties.
- Greet and welcome members and guests and respond to their requests in a courteous and friendly manner. Solicit their comments regarding food & beverage service, taking the appropriate steps to ensure immediate follow-up action.
- Perform a walk-thru of all dining areas at the beginning and end of shifts, observe and report any problems.
- Attend and participate in weekly food and beverage meetings.
- Ensure service of all food and beverage is in the appropriate order to ensure consistency throughout the dining experience
- Partner and communicate effectively with culinary team to execute food operation.
- Accountable for all checks and that they have been properly entered and closed. Report any discrepancies, voids or other concerns involving member accounts to the accounting department at the close of each shift.
- Stay knowledgeable of all trends and best practices in the club and food and beverage market.
- Uphold standards of cleanliness and health codes throughout the restaurants and bars.
- Actively participate in the hiring process to acquire the best staff for each outlet.
- Assist servers and all staff during high-volume, high-demand times on the floor. Ensuring service levels are achieved by being on the floor and available.
- Monitor employee schedules and records to minimize overtime and keep labor costs within budget.

- Ensure all menus, specials and pricing are current and accurate on both marketing materials and pos systems.
- Ability to run appropriate reports, complete end of shift recaps and monthly snapshots for the food and beverage department.
- Assist with building and controlling a beverage program to include, purchasing and inventory, menu development, and building professional relationships with sales representatives and vendors.
- Complete china, glass and silverware inventories quarterly based on outlet.
- Contribute updating and maintain F&B Training Manual.
- Communicate job expectations, coaching and counseling employees; develop, coordinate, and enforce systems, policies, procedures, and standards are met.
- Comply with NYC Food and Beverage Vision and Values.
- Perform any other duties that may be required by management or assist with special projects as assigned.
- Ability to lift more than 10 lbs.

Dining Facilities:

- Formal Dining Room
- Casual Dining Room
- Lounge/Bar
- Snack Bar/Outdoor Dining

Qualifications/Experience:

- High school or equivalent education required.
- Minimum of 2 years previous Food & Beverage Management experience.
- Private club experience preferred.
- Serve Safe and Food Handlers Certification preferred

EOE

Please Submit Resume to:
Jeff Martocci, CCM
General Manager
Jmartocci@americanyc.org