



Job Description

2880 La Quinta Dr,
Missouri City, TX 77459
Telephone: (281) 403-5900
www.golfquailvalley.com

\$70,000 - \$95,000 Salary
Exempt

Director of Food & Beverage

DEFINITION

This is a service worker, full-time position at the Quail Valley Golf Course & City Centre. An individual in this position delivers customer service to guests to fulfill all aspects of implementation and management of daily Food & Beverage (F&B) operations and special events. Delivery areas include on course refreshment carts, Bluebonnet Grille restaurant, banquets and special events. This position reports directly to the General Manager.

The following is a sample of the knowledge, skills and abilities required for this position, and not a complete list of duties or responsibilities.

EXAMPLES OF WORK

1. Directs the work of F&B staff, which includes prioritizing and assigning work; conducting performance evaluations; making hiring and disciplinary decisions; ensuring employees follow policies, procedures and compliance with Food and Beverage certifications; maintain a healthy and safe working environment.
2. Responds to and resolves sensitive citizen and patron inquiries and complaints to include performing satisfactory surveys as necessary.
3. Manages daily F&B operations verifying that the quality, standards and meeting the expectations of the customers on a daily basis.
4. Participates in the preparation and administration of the budget; forecast fund needs for specific programs or projects; and monitors internal cost control procedures and approves expenditures.
5. Provides strategic and administrative support to various divisions and staff members.
6. Monitors beverage inventory and ordering; works with bartenders and manages a dynamic beverage program.
7. Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and ensures effective training is conducted for assigned employees.
8. Assists with plan layout and assembly arrangement events; conducts inspections of facilities to ensure proper event arrangement, assembly, and safety protocol.
9. Evaluates event set up arrangements, staging locations, utility and sound specifications and locations, and catering service areas.

10. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of F&B methods and procedures; and allocates resources accordingly.
11. Performs opening and closing duties as needed, including those related to security.
12. Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards
13. Provides staff assistance to the General Manager and serves as back-up as necessary; participates on a variety of boards, commissions and committees; attends management and staff meetings as scheduled.
14. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Must demonstrate appropriate analytical skills, attention to detail, organizational and project management skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Able to communicate effectively with management team, guests and team members; excellent verbal and written communication skills
- Knowledge of A la Carte dining operations and F&B training practices
- Strong oversight over banquet and event operations
- Ability to taste and evaluate food and beverage products
- Ability to work a flexible schedule and to work different shifts. (Morning, afternoon, evenings, and holidays.)
- Ability to perform multiple tasks effectively in a fast-paced environment and with minimal supervision.
- Knowledge of standards and practices, including tact and courtesy essential to effective customer service to deal with guests.
- Must be able to be a self-motivator and work independently

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to handle hot and cold interior and outdoor conditions.

EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelor's degree from an accredited college or university with major course work in Marketing, Business Administration, Hospitality Management, Business Management or a related field and five years of management private event experience, hospitality, administrative experience, or a background in event services, banquets/catering including three years in a supervisory and or management position.
- Valid Texas Driver's License.
- TABC certification and Texas Food Safety Managers Certificate required at the time of hire
- Bilingual preferred (Spanish/English)

* The Quail Valley Golf Course Compensates employees according to a salary schedule that enables movement through a market based salary range. Generally, a new employee's salary is at or near the beginning of the range.