Director of Food & Beverage

Reports To: General Manager/COO
Direct Reports: Restaurant Manager; Catering and Events Manager
Department: Food & Beverage

Compensation: $90,000 - $100,000

Benefits: Paid Vacation, Employer-Paid Health Insurance (75% of premium), Dental & Vision Coverage Available, 401(k) Eligibility After One Year of Employment, NYS Paid Personal Time, and a $50 Monthly Cell Phone Stipend.

Position Summary

The Director of Food & Beverage is responsible for the overall leadership, financial performance, service standards, and strategic direction of Transit Valley Country Club's food and beverage operations. This position provides leadership to restaurant, bar, banquet, catering, and front-of-house operations while working closely with the Executive Chef and culinary team to provide a consistent and exceptional member and guest experience.

The Director of Food & Beverage serves as the senior leader of the department and is accountable for developing managers, maintaining service standards, achieving budgetary goals, controlling labor and operating costs, and creating a positive hospitality culture throughout the Club.

Essential Responsibilities

Leadership & Management

- Provide overall leadership and direction for all front-of-house food and beverage operations.
- Directly supervise, coach, and develop the Restaurant Manager and Banquet Manager.
- Establish clear expectations, accountability, and performance standards for all F&B management positions.
- Conduct regular F&B leadership meetings to review operations, staffing, upcoming events, financial performance, and member feedback.
- Work closely with the Executive Chef to ensure strong communication and coordination between front-of-house and culinary operations.
- Assist the GM/COO with recruitment, performance management, disciplinary action, organizational structure and professional development of F&B leaders.

- Maintain a visible leadership presence during key service periods, including working and closing select evening shifts each week to ensure proper oversight of service, staff, and closing procedures.

Financial & Operational Management

- Develop and manage annual F&B operating budgets in partnership with the GM/COO and Executive Chef.
- Monitor food and beverage revenue, payroll, cost of goods sold, operating expenses, and departmental profitability.
- Review monthly financial statements and identify opportunities to improve revenue and control expenses.
- Establish appropriate staffing and labor standards based on business levels.
- Oversee purchasing controls, beverage inventory procedures, pricing, and cost management.
- Review banquet pricing, proposals, contracts, and event profitability as appropriate.
- Identify opportunities to grow restaurant, bar, banquet, catering, and Club event revenue.

Member Experience & Service

- Establish and maintain Club-wide hospitality and service standards.
- Maintain a visible presence throughout the Club and actively engage with members and guests.
- Respond appropriately to member feedback and resolve service concerns.
- Develop a culture in which employees know members, anticipate needs, and provide personalized service.
- Regularly evaluate service execution and implement improvements.

Programming & Collaboration

- Partner with the GM/COO, Executive Chef, Catering & Events Manager, and other department leaders on Club events and programming.

- Assist in developing menus, promotions, dining concepts, beverage programs, and special events.
- Ensure restaurant, bar, banquet, golf, recreation, and Club calendars are appropriately coordinated.
- Maintain strong communication with Golf, Membership, Recreation, Facilities, and other departments.

Qualifications

- 5+ years of progressive food and beverage or hospitality management experience; private club experience preferred.
- Demonstrated experience leading managers and multi-outlet operations.
- Strong understanding of F&B financial management, budgeting, labor management, inventory, and cost controls.
- Exceptional leadership, communication, organizational, and member-service skills.
- Ability to work evenings, weekends, holidays, and Club events as business needs require.
- Working knowledge of POS systems, scheduling systems, Microsoft Office, and hospitality technology.
- Knowledge of applicable food safety and alcoholic beverage regulations.

Availability: This position requires a flexible schedule based on Club operations, including days, evenings, weekends, and holidays. The Director of Food & Beverage is expected to maintain a strong presence during peak service periods and special events, including working and closing select evening shifts each week. Schedule flexibility is essential and will vary based on business levels, events, staffing needs, and seasonality.

This is a hands-on leadership position that requires regular operational presence during both daytime and evening service periods.

How to Apply: Please send your resume and a cover letter describing your experience to Spencer Murray, General Manager/COO at smurray@transitvalley.com by Friday, November 20, 2026