



Title:	Director of Food & Beverage
Reports to:	Director of Clubhouse Operations
Status:	Full-Time, Salary
Last Updated:	May 2026

Resumes to:

McKenzie Busch, Director of Club Operations, mbusch@glenoakcountryclub.org

Job Summary:

The Director of Food & Beverage is responsible for the overall leadership, management, and execution of all dining, beverage, banquet, and hospitality operations throughout the Club. This role is focused on delivering an exceptional member and guest experience through elevated service standards, strong operational leadership, team development, and financial stewardship. The Director will work collaboratively with the Director of Clubhouse Operations, Executive Chef, senior leadership team, and department managers to ensure all food and beverage outlets operate efficiently, consistently, and in alignment with the Club's culture and standards. A visible and hands-on leader, the Director of Food & Beverage is expected to foster a positive team environment, mentor managers and staff, implement training and operational systems, and drive continuous improvement across all areas of the operation. This position also oversees labor management, beverage programs, budgeting, inventory controls, and service execution while supporting Club-wide initiatives, events, and long-term strategic goals. The ideal candidate is a hospitality professional with a passion for service excellence, strong leadership presence, attention to detail, and experience managing high-end private club or luxury hospitality operations.

Position Responsibilities:

- Oversee all daily food and beverage operations to ensure service, product quality, and presentation consistently meet or exceed Club standards.
- Maintain a highly visible presence during peak meal periods, member events, weekends, and club functions to support staff performance and elevate the member experience.
- Directly supervise food and beverage managers and assistant managers, including reviewing and approving staff schedules to ensure appropriate labor allocation based on business demands.
- Lead all beverage operations in partnership with the Bar Manager, including purchasing, inventory management, cost controls, and the development of seasonal wine and cocktail programs.
- Collaborate closely with the Executive Chef and senior leadership team on menu development, event execution, and member service initiatives.

- Participate in committee meetings, including House, Sports Complex, Lodge, and Aquatics, to represent the Food & Beverage department and align operations with overall Club objectives.
- Develop, implement, and oversee comprehensive training programs focused on hospitality standards, service consistency, and product knowledge.
- Create and maintain onboarding materials, standard operating procedures (SOPs), and training resources that support employee development, retention, and operational consistency.
- Mentor, coach, and develop managers and emerging leaders through clear expectations, accountability, and ongoing performance feedback.
- Foster a positive, hands-on leadership culture rooted in professionalism, trust, accountability, and member-focused service.
- Build strong relationships with long-tenured staff by demonstrating operational support, leading by example, and respecting institutional knowledge and club traditions.
- Reinforce professional service standards, including floor presence, communication, member engagement, and attention to detail, while recognizing achievements and addressing performance concerns appropriately.
- Partner with the Controller and Club leadership on annual budgeting, labor planning, purchasing strategies, and expense management aligned with operational goals.
- Evaluate staffing models and labor plans to ensure efficiency and proper coverage based on seasonality, event activity, and member usage patterns.
- Oversee beverage ordering, inventory processes, and cost controls to maintain accuracy, accountability, and adherence to Club standards.
- Ensure the Jonas POS system is properly maintained and programmed for all food, beverage, and banquet operations to support accurate reporting and seamless execution.
- Identify operational inefficiencies and implement process improvements that enhance service levels, operational consistency, and financial performance.
- Support facility improvements and post-renovation operational readiness with a strong focus on detail, presentation, cleanliness, and execution across all dining venues.
- Lead weekly Food & Beverage meetings, participate in department head meetings, and promote strong communication and collaboration across all Club departments.
- Maintain a flexible schedule, including evenings, weekends and holidays, based on peak-season demands, events and golf needs.
- Provide active, on-the-floor leadership for all major Club events.

Qualifications, Education and Experience:

- Bachelor's degree in Hospitality Management, Business Administration, Culinary/Hospitality Studies, or a related field preferred.

- Equivalent professional experience in private club or luxury hospitality management may be considered in lieu of formal education.
- Minimum of 5-7 years of progressive food and beverage management experience in a private club, luxury hospitality, resort, or high-end restaurant environment, including senior leadership responsibilities.
- Demonstrated success leading multiple dining outlets, banquet operations, and beverage programs in a high-service environment.
- Strong leadership and team development skills with the ability to mentor managers, build culture, and foster employee engagement and accountability.
- Proven ability to maintain elevated service standards while balancing operational efficiency and financial performance.
- Experience with budgeting, labor management, forecasting, inventory controls, and cost management.
- Strong understanding of wine, spirits, cocktail programming, and beverage operations.
- Experience developing and implementing staff training programs, standard operating procedures, and service standards.
- Excellent communication, interpersonal, and member-relations skills with the ability to interact professionally with members, guests, staff, and Club leadership.
- Highly organized with strong attention to detail, problem-solving ability, and operational follow-through.
- Proficiency with POS systems and hospitality technology; experience with Jonas Club Software a plus.
- Ability to work a flexible schedule including evenings, weekends, holidays, and special events.

Physical Demands and Work Environment:

- Ability to stand, walk, and remain active for extended periods.
- This role involves regular interaction with members, guests and staff, requiring professionalism at all times.
- Be able to work inside and outside with varying weather conditions depending on the club event.
- Ability to lift and move equipment and supplies (up to approximately 50 pounds).

Compensation and Benefits:

- Base Salary Range: \$ - \$ (based on experience)
- Benefits: Health insurance, paid time off, retirement plan

About Glen Oak Country Club

Founded in 1911, Glen Oak Country Club is a private, member-owned club located in Glen Ellyn, Illinois, approximately 30 minutes west of downtown Chicago. Rich in tradition and shaped by some of golf's most storied names, Glen Oak has served as a vibrant gathering place for its members' golf, recreational, social, and family activities for more than a century.

The Club is home to approximately 590 members, with an average member age of 55, and is supported by a strong financial position. Glen Oak is open six days a week, 12 months a year, offering members a full calendar of year-round amenities and programming.

At the heart of the Club is an 18-hole, par-72 golf course designed by renowned architect Tom Bendelow. The course is known for its challenging layout and some of the most demanding greens in the Chicagoland area. Golf facilities also include a driving range and dedicated short-game practice area.

Glen Oak's stately clubhouse was originally built in 1924 and underwent a complete renovation in the fall of 2025. The renovation transformed all dining, banquet, and social spaces while preserving the clubhouse's timeless character and historic charm.

Additional Club amenities include:

- A year-round Sports Complex featuring four paddle and pickleball courts, three golf simulators, and a full-service bar and lounge
- A swimming pool, diving well, and splash pad for younger children
- The Lodge, a casual and welcoming home for Glen Oak's active trap and skeet shooting program
- Multiple dining outlets, banquet spaces, and outdoor gathering areas
- A wide variety of golf, racquet, aquatics, family, dining, and social programming

The Lodge, built in 2004, provides a comfortable setting for members to enjoy lunch, watch a game, or gather with friends. Its large wood-burning fireplace serves as a centerpiece during the colder months, creating a warm and inviting atmosphere.

The Sports Complex opened in August 2022 and expanded Glen Oak's recreational offerings with paddle tennis, pickleball, golf simulators, and a full bar and lounge. The facility supports both competitive and social programming throughout the year.

Glen Oak is also known for its robust calendar of signature events, including the Pinky Tournament, Member-Guest Round-Up, Ravinia Night on the Driving Range, Valentine's Day

and Christmas Candlelight Dinners, Easter and Mother's Day Brunches, Halloween festivities, children's camps, and numerous other member and family events.

By providing an exceptional golf experience alongside outstanding recreational, dining, and social opportunities, Glen Oak Country Club fosters friendship, community, and camaraderie among its members, guests, and employees. Since 1911, the Club has not only endured, it has continued to grow and thrive.