

**VICE PRESIDENT OF DINING SERVICES PROFILE:
MONTEREAU
TULSA, OK**

VICE PRESIDENT OF DINING SERVICES OPPORTUNITY AT MONTEREAU

MonterEAU, Tulsa's premier independent, not-for-profit, LifeCare continuing care retirement community, situated on a stunning 47-acre hilltop campus in the heart of South Tulsa, is seeking an accomplished Vice President of Dining Services to lead all culinary and dining operations for this five-star residential community including menu development, culinary innovation, financial performance, team leadership, resident satisfaction, regulatory compliance, and delivering a consistently exceptional experience that exceeds the expectations of MonterEAU's discerning residents and their guests.

[Click here to view a brief video about this opportunity.](#)

ABOUT MONTEREAU

MonterEAU is Tulsa's premier continuing care retirement community, located on a beautiful 47-acre hilltop campus in Tulsa, OK. Founded in 2003 by The William K. Warren Foundation, MonterEAU is a locally owned, not-for-profit Life Plan Community dedicated to serving older adults and those who care for them. The community offers life-enriching independent living with first-class services and amenities, the financial protection and value of Life Care, and priority access to a continuum of 5-Star-rated* short- and long-term care.

MonterEAU offers a resort-style retirement option for Tulsa-area seniors who desire luxury amenities, an active social environment, and the security of lifelong care. When it first welcomed residents in 2004, the community featured spacious independent-living apartments and cottages, a large clubhouse with fine dining, an indoor pool, fitness center, and extensive grounds. Additional phases followed over the next decade: assisted living and memory care came with the Westhaven building around 2008-2009, and a full skilled-nursing health center was added later. Recent years have brought continual renovations to dining venues, the performing arts theater, spa, and fitness areas to keep everything fresh and competitive.

Today MonterEAU is widely regarded as the most luxurious senior living option in Tulsa, often described as a five-star resort. It operates as a Type A LifeCare community, meaning residents pay a substantial entrance fee and ongoing monthly fees in exchange for guaranteed access to assisted living, memory care, or skilled nursing at predictable rates if their needs change.

DINING AT MONTEREAU

There are Five outstanding restaurants, just steps from resident homes or apartments that offer expansive menus, skilled chefs, state-of-the-art cooking equipment, and upscale décor to match an elegant lifestyle. From a casual bistro for quick bites to exquisite fine dining, menus are continually evolving to match the latest culinary trends.

Le Marche – Upscale and casual come together for lunch and dinner. From brick-oven pizzas to gourmet sandwiches and fresh salads.

La Patisserie – Bistro/cafe open all day

Grand Riviera Lounge – formal dining room with full-service bar open for dinner Monday – Saturday

Café Mondial- Tableside service breakfast and Sunday brunch

Rue 6800 – Steakhouse concept, higher end, open for dinner Thursday through Saturday, full-service bar and wine cellar.

Additionally, there are four other dining venues for MonterEAU residents:

- The Villa Assisted Living Dining Room – about 35 residents – 3 meals/day
- Memory Support Dining Room – About 25 residents – 3 meals/day

- Chateau 1st floor dining room – Skilled care – 25 residents – 3 meals/day
- Chateau 2nd floor – Skilled care – 25 residents – 3 meals/day

For private dining events residents can enjoy the Wine Cellar & The Board Room

MONTEREAU BY THE NUMBERS:

- Approximately \$6.4M Total Managed Volume
- # of FTE employees: 57.4, about 95 team members in dining
- POS system name: Full Count
- Organizational chart: Attached Below
- # of residents 494, capacity of about 600

MONTEREAU WEBSITE: www.montereau.net

VICE PRESIDENT DINING SERVICES POSITION OVERVIEW

The VPDS is responsible for all aspects of the Culinary and Dining Services. On a day-to-day basis, the VPDS is responsible for the general operation of all front of the house operations and ensures that all services exceed resident and guests' expectations. He/she will also participate in preparing an annual departmental budget. His/her goal is always to help residents and guests enjoy the dining facilities and events of Montereau.

PRIMARY RESPONSIBILITIES

The Vice President of Dining Services (VPDS) is responsible for all food-related services and experiences, including each of the dining venues and catering throughout, to ensure that all services exceed resident and guest expectations. The VPDS will ensure the goals of both the food and beverage department and overall corporate goals at Montereau are being met through proactive leadership, hands-on involvement, and full-scope management.

The VPDS is responsible for the leadership, direction, supervision, and evaluation of the full Culinary & Dining Services team. The VPDS also oversees training (including the effective waiter training program and all new employee orientation and onboard training), development and administration of work schedules for both the culinary and dining services staff.

The VPDS ensures adherence to all sanitation and food handling procedures and regulations, and all infection control policies and procedures. Additionally, the VPDS ensures sanitation training and certification is complete for all appropriate staff.

The VPDS establishes clear, concise, written service and quality standards and policies, and requires and ensures compliance by the culinary and dining services staff. He or she obtains advance approval of such standards and policies from the Administration. Such standards and policies shall include strict and error-free compliance with the special dietary requirements of Health Care residents, ticket time and meal delivery standards, uniform and dress code standards, employee meal policies, and food handling and preparation standards and policies, and employee work hour standards and policies.

The VPDS creates and manages the department's operating and capital budget while working closely with the F&B team and executive chef and receives budget approval from the Regional Director of Operations.

The VPDS participates in all interviews and hiring decisions and all disciplinary action for the department. He or she develops and administers training programs for all department employees, maintains up-to-date job descriptions, conducts periodic reviews and evaluations, maintains high employee morale and engagement, takes steps to minimize employee turnover, and addresses interpersonal conflicts in a timely manner.

The VPDS demonstrates excellent leadership skills and is a visionary thinker as well as being detail oriented. He or she embraces Montereau's strategic planning documents, and the policies set forth in the employee handbook, and ensures that they are executed and embodied every day by all employees in the department.

The VPDS is adept at developing high performing teams and promotes synergy and collaboration between the front-of-the-house and back-of-the-house staff as well as with employees in other departments.

The VPDS is an effective communicator and maintains frequent communications with employees, including regular meetings with managers, production, utility service, and dietary staff. In addition, he or she holds regular department staff meetings and at least monthly meetings with the entire department. Meetings are educational, collaborative, clear, and concise.

The VPDS is “the face” of dining operations and maintains effective communications with residents by being present in the dining rooms during peak mealtimes to observe service and elicit resident feedback.

The VPDS stays current in his or her professional field of expertise by completing continuing education necessary to maintain credentials and stay current on F&B and continuing care lifestyle trends.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Is a passionate leader with strong food and beverage credentials and a proven record of accomplishment of providing premier -level hospitality services, with a personality that fits the professional, caring, family culture at Montereau.
- Is a proven food and beverage leader who can manage his or her time and establish priorities, to which he or she is accountable to execute. Responsiveness and organization are key components to this position.
- Has a verifiable record of accomplishment successfully leading and growing a dynamic food and beverage program including controlling costs, meeting, or exceeding planned and budgeted bottom line goals and objectives.
- Is successful in finding solutions with all sides in mind while achieving established goals and objectives.
- Has an in-depth knowledge of multi-dimensional à la carte dining services and culinary operations, training, and service standards and processes.
- Is a highly motivated individual who is confident in his or her abilities and yet humble in personality; a person who credits his or her staff for achievements as well as takes responsibility and corrective action when standards are not met.
- Has a positive attitude and is professional in nature with a high degree of integrity and a strong work ethic.
- Is open to and can handle feedback with professionalism, empathy, and responsiveness.
- Is resilient and can deal with high pressure situations with tact and grace.
- Exhibits a continuous desire to improve him or herself and has a record of accomplishment of developing strong and upwardly successful associates and direct reports.
- Is a confident, proactive team builder who has a history of attracting, developing, and retaining high performing staff.
- Has an intuitive style resulting in a sincere and visibly engaged presence with residents, guests, and staff; he or she is a truly engaging “people person.”
- Has a fundamental understanding of what constitutes a “premier experience” and the proven ability to execute to that level.
- Is familiar with the regulatory requirements associated with providing food services?

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

An associate or bachelor’s degree is recommended for this position.

Successful candidates:

- Have a professional career track of successful food and beverage leadership and stability with experience in a high volume, highly respected properties including clubs, resorts or hotels.
- Have proven leadership qualities with the demonstrated ability to direct, coordinate, and manage all facets of operations.

- Must have strong computer skills, including extensive use of Microsoft Office programs and Point-of-Sale (POS) technology.
- Possess financial acumen to understand financials and create and manage budgets.
- An overriding sense of quality consciousness that pervades every part of the operation. This includes a high quality, courteous and efficient staff.
- Sound and current knowledge of human resources practices, including wage and hour laws, employment and discharge, equal opportunity employment, OSHA and the full range of employee benefits.
- Have strong verbal and written communication skills. He or she must be comfortable speaking in front of a wide variety of groups including staff, residents and administration. Communication with residents, guests, and visibility are highly important attributes of the incoming Vice President of Dining Services

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. Montereau offers an excellent benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the Ms. Katie Kunkel, Regional Director of Operations, CCL Hospitality Group. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Montereau and the Tulsa, Oklahoma area will benefit you, your family, your career, and Montereau if selected.

You must apply for this role as soon as possible but no later than Friday, January 9, 2026. Candidate selections will occur mid-January, with the first Interviews expected in early February 2026 and the second interviews a short time later. The successful candidate should assume his/her role as soon as reasonable notice is given to a current employer following selection.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter - Montereau"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: holly@kkandw.com

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