

## **Head of Food & Beverage**

**Department:** Food & Beverage

**Reports To:** General Manager

**FLSA Status:** Exempt

**Salary:** \$150,000 - \$175,000 plus 10% bonus

Founded in 1924, the Orinda Country Club is a private club rich in tradition that offers its members and their families premier golf and other recreational facilities with the commitment to provide service that exceeds expectations. Nestled in the Northern California hills of Orinda, you will find a beautiful full-service, family oriented private club located 20 miles east of San Francisco in the sunny East Bay. The Club includes a William Watson designed golf course, 8 tennis courts (5 lighted), a Fitness Center, a Fitness Studio, state-of-the-art pool facility and an upscale dining experience.

We currently have an opening for a full-time Head of Food & Beverage.

### **Position Summary**

The Head of Food & Beverage leads the entire dining and hospitality experience at Orinda Country Club, overseeing all culinary, service, and event operations. This position ensures that every meal, banquet, and member gathering reflects OCC's signature warmth, quality, professionalism while maintaining our tradition of events.

Responsible for the management of the Club's restaurant, bar, catering, and poolside operations, the Head of Food & Beverage works closely with culinary and service leaders to deliver exceptional member experiences, maintain financial integrity, and uphold the Club's high standards of hospitality. This role fosters teamwork, consistency, and creativity across all F&B functions — from daily dining to large-scale events.

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### **Essential Duties and Responsibilities**

#### **Leadership & Culture**

- Lead, inspire, and develop the culinary and service management teams, including the Executive Chef, Sous Chef, Catering Manager, Service Manager, Facilities Manager, and Pool Manager.
- Foster a collaborative and professional work environment built on communication, respect, and accountability.
- Maintain an active and visible presence throughout the clubhouse, dining rooms, and events, engaging with members and staff.
- Promote OCC's culture of hospitality by modeling warmth, integrity, and responsiveness in all interactions.
- Ensure all employees receive proper orientation, training, and ongoing coaching to maximize performance and engagement.

#### **Food & Beverage Operations**

- Oversee all dining and beverage operations, ensuring excellence in food quality, presentation, and service standards.

- Maintain efficient scheduling and staffing across all outlets, balancing service quality with labor cost control.
- Collaborate with the Executive Chef on menu development, pricing, and seasonal offerings.
- Review and approve all menus, banquet packages, and wine lists in alignment with Club goals and member expectations.
- Ensure consistent communication and coordination among culinary, service, facilities, and administrative departments.
- Maintain full compliance with Club policies, California health codes, and safety standards.

### **Events & Member Experience**

- Oversee all banquet, social, and member events — from private functions to Club-hosted celebrations.
- Work closely with the Activities and House Committees to plan and execute an engaging annual calendar of events.
- Ensure seamless coordination of food, beverage, entertainment, and logistics for all functions.
- Engage with members regularly to ensure satisfaction, address feedback, and anticipate future needs.
- Promote creative and high-quality event experiences that strengthen member participation and community.
- Responsible for the end-to-end execution of wine fairs, including vendor negotiations, product selection, pricing strategy, staffing, compliance, and post-event evaluation.

### **Financial Management**

- Develop and manage the annual food and beverage and snack bar budgets in collaboration with the Controller and General Manager.
- Maintain strong cost control in all F&B areas, including labor, purchasing, inventory, and waste management.
- Conduct monthly inventories, analyze variances, and report results accurately.
- Monitor POS and accounting procedures for accuracy, ensuring timely submission of payroll, billing, and event charges.
- Work closely with accounting on member billing, vendor payments, and banquet reconciliation.

### **Facilities & Safety Oversight**

- Oversee the cleanliness, organization, and maintenance of the clubhouse, dining areas, kitchen, and pool facilities.
- Collaborate with the Facilities Manager and Pool Manager to ensure smooth daily operations and readiness for all events.
- Maintain safety standards and compliance, conduct regular meetings on emergency preparedness and workplace safety.
- Hold current CPR and First Aid certification and ensure staff receive safety training as appropriate.

### **Communication & Promotion**

- Contribute to the Club's newsletter and communications with monthly updates on events, promotions, and dining experiences.
  - Partner with the Head of Communications to create engaging promotional materials for events and special dining offerings.
  - Serve as a key liaison between management, committees, and members, ensuring transparency and collaboration.
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### **Qualifications**

- Bachelor's degree in Hospitality Management, Business, or related field preferred; equivalent experience accepted.
  - Minimum 5 years of progressive leadership experience in food and beverage management within a private club, resort, or fine dining environment.
  - Strong understanding of culinary operations, service standards, and event execution.
  - Membership in CMAA is a must and at least substantial progress toward CCM.
  - Proven ability to manage budgets, control costs, and analyze financial performance.
  - Proficiency in POS systems (Clubessential preferred) and Microsoft Office Suite (Excel, Word, PowerPoint).
  - Comprehensive food and wine knowledge with a passion for service excellence.
  - Exceptional communication, leadership, and team development skills.
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### **Physical Requirements**

- Ability to stand and move for extended periods in dining and event settings.
  - Ability to lift up to 40 lbs.
  - Must be available to work evenings, weekends, holidays as needed to support Club events and operations.
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### **Core Competencies**

- Leadership & Staff Development
  - Service Excellence & Hospitality
  - Culinary & Beverage Expertise
  - Financial & Operational Management
  - Communication & Member Relations
  - Event Planning & Coordination
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### **Cultural Statement**

At Orinda Country Club, dining is more than service — it's an experience built on connection, care, and community. The Head of Food & Beverage embodies this philosophy, ensuring every plate, pour, and interaction reflects OCC's signature warmth and commitment to excellence.

We offer a competitive salary and excellent benefits including 401(k) matching.

*Interested and qualified candidates should email their statement of qualifications and resume to Dawn Ponce, Head of Human Resources at [dponce@orindacc.org](mailto:dponce@orindacc.org). Respecting the fact that candidates who are currently employed might be hesitant about applying, please be assured that the interest in this position of all candidates will be treated confidentially.*