



JOB DESCRIPTION

Job Title:	Food and Beverage Director
Department:	Food and Beverage
Reports to:	CEO
FLSA Classification:	Exempt
Supervises:	All Food & Beverage Staff (including Executive Chef, Managers, Supervisors)
Created / Updated:	April 2026

POSITION OVERVIEW

The Director of Food & Beverage is responsible for the strategic leadership, operational excellence, and financial performance of all food and beverage operations at Tradition Golf Club. This role ensures an exceptional member and guest experience while maintaining the highest standards of service, quality, and fiscal responsibility. The Director fosters a culture of hospitality, accountability, and continuous improvement, aligning all F&B operations with the Club's mission, vision, and member expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provide visible, hands-on leadership to all F&B operations, modeling professionalism and service excellence
- Build, mentor, and develop a high-performing team through coaching, training, and succession planning
- Promote a collaborative culture between front- and back-of-house teams
- Uphold and reinforce the Club's values, service standards, and brand identity
- Ensure a consistently elevated dining experience across all outlets and events
- Engage with members regularly to gather feedback and enhance satisfaction
- Oversee service standards to ensure alignment with luxury/private club expectations
- Resolve member concerns promptly and professionally
- Direct all daily F&B operations including à la carte dining, and special events
- Collaborate closely with the Executive Chef on menu development, presentation, and innovation
- Ensure all standard operating procedures are documented, implemented, and followed
- Oversee POS systems (e.g., JONAS) to ensure accuracy in pricing, reporting, and member billing
- Develop and manage annual operating and capital budgets
- Monitor financial performance, including revenue, cost of goods, labor, and profitability
- Implement cost-control strategies while maintaining quality standards
- Analyze financial reports and adjust operations proactively
- Oversee recruitment, onboarding, training, and retention strategies
- Ensure proper staffing levels aligned with club activity and seasonality

- Establish clear job descriptions, performance expectations, and evaluation processes
- Support ongoing professional development, including CMAA engagement where applicable
- Ensure compliance with all federal, state, and local laws related to labor, health, and alcohol service
- Maintain strict adherence to food safety and sanitation standards
- Enforce workplace safety policies and OSHA compliance
- Safeguard confidential member and financial information
- Oversee purchasing, receiving, and inventory controls
- Ensure quality, cost-effectiveness, and vendor accountability
- Evaluate new products and trends to enhance offerings and profitability
- Contribute to long-term club planning and capital improvement initiatives
- Stay current on industry trends, member preferences, and competitive benchmarks
- Develop innovative programming and revenue-generating opportunities
- Works directly with the Executive Chef to approve menus for all outlets and special events.
- Works directly with the CEO to implement and maintain policies and procedures for food and beverage department.
- Leadership – Maintain a positive, upbeat role, promote and exemplify Company values and represents departmental objectives and interests to internal and external customers
- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- Teamwork - Develop and promote teamwork and cooperation among co-workers
- Safety – Comply with established safe work practices and attend to all safety-related training provided or made available by the Company.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

- Directly supervises department leaders and indirectly all F&B staff
- Conducts performance reviews, coaching, and disciplinary actions as needed
- Ensures accountability, engagement, and alignment across the department

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree in Hospitality Management, Business, or related field preferred
- Minimum 10 years of progressive Food & Beverage leadership experience
- At least 5 years in a senior leadership role within a private club or luxury hospitality environment
- CMAA involvement or certification (e.g., CCM) strongly preferred

Required Technical / Other Skills and Abilities

- Strong financial acumen and budgeting expertise

- Deep knowledge of fine dining, wine, and beverage programs
- Expertise in private club operations and member service culture
- Exceptional leadership, communication, and interpersonal skills
- Proficiency in POS and club management systems

Required Licenses/Certifications

- Food Safety Certification (e.g., ServSafe)
- Alcohol Service Certification (as required by state)
- Valid Driver’s License

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “*Physical Demands of the Position*”.

SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by Tradition Golf Club.

COMPANY FUNDS

This position does have access to company funds: - credit card information.

CONFIDENTIAL INFORMATION

This position does have access to confidential information

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Employee, Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: _____

Date: [Click here to enter a date.](#)

How many hours are worked per day? [Click here to enter text.](#)

When completing this form, look at the job from a typical/average workday perspective.

Percentage Time Designation				
PHYSICAL ACTIVITY	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

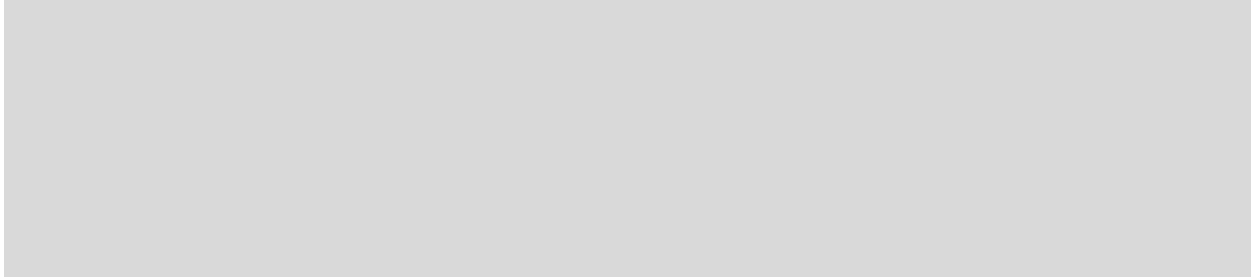
Percentage Time Designation				
WEIGHT	Rarely <1%	Occasionally 1-33%	Frequently 34%-66%	Continuously 67%-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above:

A large, solid gray rectangular box that occupies the upper portion of the page. It is positioned directly below the instruction text and is intended for the user to list specific job duties that require the physical demands selected in a previous section.