Food & Beverage Director

Position Summary

The Food & Beverage Director is responsible for the overall leadership, management, and execution of the Club's food and beverage operations, member events, private functions, and communications programs. This position serves as a highly visible ambassador of the Club, ensuring exceptional member experiences through outstanding hospitality, innovative programming, effective staff leadership, and strategic member engagement.

The Food & Beverage Director oversees dining room and bar operations, supervises front-of-house personnel, manages club events and private functions, and leads all member communications and marketing initiatives. This position works collaboratively with the General Manager, Executive Chef, Board Members, and Club staff to uphold the Club's traditions while enhancing member satisfaction and fostering community engagement.

This is an exempt, salaried management position.

Essential Responsibilities

Food & Beverage Operations

- Direct all dining room, bar, banquet, and catering operations.
- Ensure exceptional service standards and member satisfaction at all times.
- Collaborate with the Executive Chef to deliver innovative dining experiences and special events.
- Oversee planning, coordination, and execution of Club events, private parties, meetings, and special functions.
- Manage event logistics, room setups, audio/visual requirements, and vendor coordination.
- Monitor service quality and implement continuous improvements to enhance the member experience.
- Ensure compliance with all food safety, sanitation, health, and safety regulations.

Leadership & Team Management

- Recruit, train, supervise, coach, and evaluate front-of-house staff.
- Foster a culture of professionalism, teamwork, accountability, and hospitality excellence.
- Prepare and manage staff schedules to align labor resources with business needs.
- Process payroll accurately and in compliance with applicable wage and hour laws.

- Ensure compliance with company policies, labor regulations, employment laws, and collective bargaining agreements, when applicable.
- Conduct regular staff meetings, training sessions, and performance evaluations.

Financial & Administrative Management

- Manage reservations, event billing, member charges, labor costs, and departmental expenses.
- Monitor budgets and identify opportunities for operational efficiencies and revenue growth.
- Maintain accurate records related to staffing, inventory, events, and operational activities.
- Analyze operational performance and develop strategies to improve profitability and member satisfaction.

Inventory & Procurement

- Oversee inventories of wines, spirits, beverages, glassware, china, silverware, linens, and related supplies.
- Establish inventory controls and ordering procedures to minimize waste and maintain service standards.
- Coordinate purchasing activities and vendor relationships.

Marketing & Member Communications

- Lead and manage all Club communications and membership engagement initiatives.
- Develop and execute integrated marketing strategies across multiple channels.
- Create and oversee content for:
    - Monthly newsletters and bulletins
    - Weekly email communications
    - Event promotions
    - Website updates
    - Social media platforms
    - Digital and print marketing materials
- Maintain brand consistency across all communication channels.
- Analyze member feedback, participation trends, and engagement metrics to guide communications strategies.
- Support membership growth, retention, and community outreach initiatives.

Technology & Member Engagement

- Utilize platforms and tools to improve communication, marketing effectiveness, and operational efficiency.
- Manage member surveys, email marketing campaigns, website content, and virtual event platforms.
- Coordinate audio/visual technology requirements for meetings and events.

- Maintain proficiency with hospitality and business software systems.

Qualifications

Education

- Bachelor's degree in Hospitality Management, Business Administration, Marketing, Communications, or a related field required.

Experience

- Minimum of five (5) years of progressive food and beverage management experience.
- Minimum of four (4) years of supervisory or leadership experience.
- Experience in private clubs, upscale hospitality, fine dining, hotels, or luxury service environments preferred.
- Experience managing unionized employees is highly desirable.

Knowledge, Skills & Abilities

- Extensive knowledge of food and beverage operations, service standards, catering, and event management.
- Strong leadership, coaching, and team development skills.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organizational and project management abilities.
- Demonstrated marketing, public relations, and communication expertise.
- Ability to build strong relationships with members, guests, staff, and community partners.
- Knowledge of employment laws, labor regulations, and human resource best practices.
- Strong attention to detail and commitment to operational excellence.
- Ability to maintain confidentiality and exercise sound judgment.

Technical Skills

Proficiency with:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Drive, Docs, Sheets)
- Zoom and virtual meeting platforms
- Design software like Canva is preferred
- Email marketing systems
- Website content management tools

- Survey and member feedback platforms
- Social media management platforms

Physical Requirements

The physical demands described here are representative of those required to perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- Ability to move throughout the Club and kitchen spaces to prepare, serve and clear for service
- Ability to handle, move items and furniture including occasional lifting of up to approximately 50 pounds
- Ability to operate standard office and library equipment, including computers and scanners
- Ability to communicate effectively with members, guests, and staff in person, by phone, and in writing
- Ability to remain stationary or move about the workspace for extended periods as duties require

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Professional Standards

The Food & Beverage Director is expected to consistently demonstrate the highest standards of professionalism, integrity, hospitality, and leadership. This position serves as a visible representative of the Club and must maintain a professional appearance, positive attitude, and commitment to member service at all times.

Schedule and Reporting

This is a full-time position typically scheduled Tuesday through Saturday, 9:00 a.m.–5:00 p.m., with flexibility required based on Club operations and events. The Librarian reports to the General Manager and works collaboratively with managers, committees, and administrative staff.

Professional Standards

Employees are expected to present a professional appearance and maintain standards consistent with the Club's environment. Specific attire and grooming expectations are outlined in the Employee Handbook.

Equal Employment Opportunity Statement

The Club is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable law.

Compensation & Benefits

Competitive salary commensurate with experience ranges from $100,000 to $115,00 annually, plus eligibility for Club-sponsored benefits and professional development opportunities. The Club is committed to providing an inclusive, respectful, and engaging workplace where employees can grow and succeed.

To apply: please send resume with cover letter to Cynthia Enanoria General Manager at cynthia@tccsf.com by September 18, 2026.