



Candidate Profile

Director of Food and Beverage

Fairview Country Club
Greenwich, Connecticut
www.fairviewcountryclub.org



Organization

Fairview Country Club is a prestigious traditional family-oriented private club with 400 members located in Greenwich, Connecticut. Located less than an hour from New York City, Greenwich experiences the best of every season, has a natural beauty with its lush landscapes, and various beaches overlooking the Sound.

The Club's facilities boast a 120,000 sq. ft. grandiose clubhouse which offers the membership multiple dining outlets; the Main Dining Room offers the space and functionality to host daily dining functions, member events, and special events. Additionally, the Main Dining Room extends into a newly renovated outdoor dining terrace with spectacular views overlooking the golf course. BAR 1904 is Fairview's newest dining facility designed to offer a casual, yet elegant dining experience for members and guests. The Campbell Room is a private room featuring a glorious fireplace available for functions, special events, and intimate gatherings. The Garden Room is a multipurpose room with views of the pool deck and is used for parties and business gatherings.

Other amenities include an 18-hole Robert Trent Jones designed golf course measuring 6,853 yards. The course is known for its superb playing conditions, picturesque views, and Fairview's "two nines" offer a unique marked contrast to each other. Fairview's members enjoy an extensive racquets program with 12 tennis courts, a tennis house, and 3 platform tennis courts. There is a large swimming pool, a zero-entry kiddy pool, and snack bar area for families to enjoy seasonally, and a 600 sq. ft. fitness center equipped with cardio equipment, treadmills, free weights, and stationary bikes.

Fairview Country Club enjoys an active dining program and is dedicated to exceeding members' and guest's expectations. Food and beverage revenues of the club are close to \$1.3m with member dining contributing to 70% of revenues. The overall club employs a staff of 120 in season and 80 offseason.

Position Description

The Director of Food and Beverage will be a dynamic, visible and accessible leader for staff and members alike. He or she will be responsible for the daily operation of the food and beverage department. The position works closely with and reports to the General Manager. The Director of Food and Beverage will deliver a four-star platinum level dining experience consistently to all members and guests. This position will support the General Manager in day to day operations and must have the understanding that teamwork is the guiding light at Fairview Country Club, meaning we all do what is needed to reach our goal of providing the level of expectations the members expect.

Operational responsibility includes the management of all dining outlets in the clubhouse and at the pool with an emphasis on staff training and development. The candidate must have the ability to strengthen the “Fairview Country Club service culture” where member dining consistently exceeds expectations. The DFB will also collaborate and communicate with other departments daily such as the Executive Chef, Dining Room Manager, Controller, Facilities Director, Housekeeping, Locker Rooms, Golf, Tennis, and others as needed. The DFB will “set the pace of service” as an example to all employees. He or she will be proactive (not reactive) to member needs and have a high degree of integrity.

Potential candidates will possess all the requisite skills, leadership qualities, and personal traits suited for a “high” level private club environment. A friendly, polished, outgoing personality is a must as is a strong working knowledge of first-class, high-end food and beverage service and management. He or she will be an excellent communicator who drives the service culture to the team while delivering excellent service as a standard.

Essential Duties and Responsibilities

- Manage all food and beverage operations and work closely with department heads in each area to assure the highest level of member satisfaction.
- Manage the efficient and consistent service of food and beverage to members for meal periods, member/club events, and holidays. Participate in the planning and execution of all events.
- Actively participate in the orientation and training of all service staff employees while being responsible for the development, execution, and measurement of service training and procedures. Includes hiring and scheduling and supervising of staff.
- Responsible to ensure all opening and closing procedures are followed and that the clubhouse is secure at the end of the business day.
- Conduct pre-shift meetings to communicate important information to staff regarding menu changes, specials, and service expectations.
- Selling private events such as Banquets, Weddings, Bar and Bat Mitzvahs and producing event agreements and event-orders and managing events to the end.
- Manage and inspect the clubhouse and dining outlets for cleanliness and those daily setups are set properly.
- Maintain the Point of Sale system to reflect current menus and pricing and assuring all transactions are processed accurately and all server shifts are closed out properly.
- Attend all necessary management and committee meetings.
- Implement effective procedures to control labor costs remain on the approved budget.
- Ensure all standard operating procedures comply with Federal and State Laws.
- Continually foster a positive teamwork ethic.

Requirements

- Ability to work in a TEAM-ORIENTED club environment.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession of club management. A true passion for the food and beverage industry.
- Hospitality or related degree is preferred as well as participation in CMAA education programs. A commitment to attaining the CCM status and growing into a Club General manager will be viewed as a plus.
- Excellent verbal and written communication skills
- Knowledge and experience in handling events including weddings, golf outings, Bar and Bat Mitzvahs required
- Well-trained and strong technical literacy including Microsoft Word, Excel, and Jonas Club

Management/POS.

- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Compensation and Benefits

- Competitive compensation/salary commensurate with experience.
- Standard club executive benefits, family health, dental, life insurance.
- Participation in the club's 401(k) plan with employee match as per club policy.
- CMAA National and Chapter membership dues, continuing education opportunities.

Inquiries and Resume Submission

To be considered for this outstanding opportunity all cover letters and resumes must be received by March 17th, 2021, preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with your resume to:

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Principal and Search Consultant
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732-618-8665

Robert Jones, CCM, CCE
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This position is available immediately.

