



## **DIRECTOR OF FOOD AND BEVERAGE**

### **SUMMARY:**

Our Director of F&B oversees the entire food and beverage operation, which encompasses banquets, in-room dining, pool and restaurant outlets; establishing and maintaining quality product and service levels while maximizing profits; forecasting and budgeting; selecting, training and developing staff. Other responsibilities will include maintaining inventory control, menu development, community PR for the hotel, monitoring budget and maintaining high levels of Team Member satisfaction. We are looking to find someone who prefers to be in front of guests and employees instead of behind a desk. We want someone who will encourage and grow our team of professionals while enhancing our unique culture. Nominated “Best Place to Work in Monterey” by the voters in the Monterey County Weekly “Best of 2019”, our organic garden, apiary and vineyard offer a diverse opportunity to get humble again, work hard and enjoy the fruits of your efforts.

### **SUPERVISORY RESPONSIBILITIES:**

- Hires, trains, supervises, motivates, and develops restaurant staff; manages schedules and workflow.
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance.
- Keeps up to date on overall activities of the team, identifying problem areas and taking corrective actions.
- Provides timely performance evaluations and makes recommendations for pay increases.
- Monitors, updates, and controls timekeeping function for all staff.
- Approve timesheets and process payroll.

### **QUALIFICATIONS:**

- Two to four years related experience or equivalent.
- Demonstrated proficiency in supervising and motivating subordinates.
- Commitment to excellence and high standards.
- Knowledge of basic accounting principles.
- Knowledge of planning and forecasting.
- Excellent written and oral communication skills.
- Basic competence in subordinates’ duties and tasks.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.

- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Proficient on point of sales systems, Word and Excel.
- Excellent customer service skills.
- Proven leadership and business acumen skills.
- Proven ability to handle multiple projects and meet deadlines.
- Strong interpersonal skills.
- Good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Bilingual skills a plus.
- Professional appearance and demeanor.
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met successfully to perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift 50 lbs.
- Must be able to stand and walk for long periods of time.

### **LANGUAGE SKILLS:**

- Must speak and communicate in English.
- Must be able to clearly communicate with guests, management and coworkers.

### **CERTIFICATES & LICENSES:**

- Food Handler Certificate
- TIPs certification
- Valid California Driver License is required.