

CANDIDATE PROFILE

Food and Beverage Director
Bird Key Yacht Club
Sarasota, Florida

www.birdkeyyc.com



The Organization

Bridging the sea and Sarasota, Bird Key Yacht Club is a place shaped by water and defined by people. You'll find more than a marina or a clubhouse at Bird Key Yacht Club. You'll discover rhythm and ritual, conversation and care, a way of living that blends Sarasota's cultural soul with coastal ease and welcomes you with the kind of quiet confidence that doesn't have to prove anything. We're not flashy, we're thoughtful. Not rigid, but intentional. This is a club where the pace is just right, the details matter and the experiences — on the dock, at the table or pleasantly face to face — linger longer than expected.

Bird Key Yacht Club is a seaside private club for people who value how they live as much as where they live, defined not by display, but by consideration, civility and a shared belief that the good life is best enjoyed together.

Founded in 1959, Bird Key Yacht Club can trace its history to one of the original developments on Sarasota Bay. The clubhouse is located on the site of the New Edzell Castle, the first mansion in Sarasota built by the Worcester family in 1914 and named after their ancestral home in Scotland.

Bird Key Yacht Club has long been one of Sarasota's most treasured private clubs, where life on the water, meaningful relationships and gracious hospitality come together. While honoring its rich history and traditions, the Club is now entering its most exciting chapter with the opening of a remarkable new clubhouse. In 2025, the Club broke ground on a brand new 22,000-square-foot clubhouse, tennis pavilion and tennis courts, pool, fitness studio, locker rooms and outdoor spaces, and the opportunity to redefine the member experience for generations to come.

This is a unique opportunity for an experienced Food and Beverage Director who has led premier operations at high-end private clubs or luxury hospitality environments to create a Food and Beverage program from the ground up. As Food and Beverage Director, you will build the front-of-house hospitality culture for a spectacular new clubhouse. You will recruit and develop an exceptional team, establish service philosophies and training standards, shape memorable dining experiences and help define what Bird Key Yacht Club will be known for decades from now.

Position Overview

BKYC is seeking a Food and Beverage Director who can take the Food and Beverage operations to the next level at our Club. The Club's goal is to be the premier private club dining experience in all of Sarasota. The Food and Beverage Director is a vital member of the Leadership Team and will be a dynamic, visible and accessible leader responsible for providing world-class hospitality to our members and the team, alike.

Adopting a new philosophy, Bird Key Yacht Club will be focused on providing a Food and Beverage program based on locally and regionally sourced ingredients and sustainable practices, and on adopting wide-spread culinary and beverage trends and adapting them for a wide-spread member demographic.

The Food and Beverage Director will set the standard as an example of gracious hospitality to the BKYC team, will be proactive, not reactive, will have a high degree of professionalism and integrity and ensure Club relevance and member satisfaction by delivering high-quality member experiences, programs and services.

The ideal candidate is someone who embodies hospitality and the motto of "ladies and gentlemen, serving ladies and gentlemen." The individual must run their department like their own personal business, provide elevated customer service to the membership and to their team and be able to see the big picture while also paying careful attention to the smallest details.

The ideal candidate should relish the opportunity to not only be a manager, but provide meaningful leadership, coaching and mentoring to their team. Strong verbal, written and technical skills are a requirement.

Responsibilities

LEADERSHIP

- Assumes responsibility for all Food and Beverage operations, ensuring that all standard operating procedures and Club standards are followed.
- Focuses on Staff training to enhance the member's experience and personalized service.
- Seeks member feedback and uses this feedback to improve club operations. Handles member complaints and comments and provides solutions to enhance member experiences. Communicates issues and comments to the General Manager in a timely manner.
- Strong project management skills including planning, setting priorities, decision making and facilitating a private club with high Member expectations.
- Works closely with all department leaders and supervisors.

OPERATIONS

- Develops and implements a comprehensive training program for service, wine and procedures for the Food and Beverage Department. Oversees the daily lineups and informs and instructs the supervisors and service team of the weekly Hot Topics; reviews and practices all service standards and food and beverage knowledge.
- Regularly schedules departmental meetings to train Staff on club culture, providing excellent member service and maintaining Club standards. Encourages Staff to improve all aspects of their skills and to keep current on particular areas of the club industry.

- Experience leading and managing a la carte and banquet teams.
- Extensive wine knowledge including ability to train staff, develop wine lists, schedule wine dinners and serve on the Wine Committee.
- Menu planning and development in support of the Culinary and Catering teams.
- Bar operations experience including beverage programming, purchasing and inventory and keeping to a budgeted COS.
- Reviews detailed operational plans for daily operations and special events to ensure that all areas are properly maintained and staffed. Works with the Catering Director and Executive Chef to develop action plans for large club events that require all-hands-on-deck staffing levels. Is willing and able to fill in when needed or required.
- Serves as the Staff liaison for the Food and Beverage Committee.
- Develops and tracks a dining survey to monitor guest satisfaction and track Net Promoter Score.

HUMAN RESOURCES

- Embraces the Club staff's core values of professionalism, trust, teamwork, positive communication, safety and passion for gracious hospitality.
- Partners with Human Resources to recruit, interview, select, hire, onboard, train, supervise, evaluate, mentor and develop a high-performing Food and Beverage team in accordance with established Club procedures. Creates an environment in which employees are empowered to make appropriate service decisions within Club standards and guidelines.
- Ensures that all Staff consistently complies with the Club's employee manual, Club policies and procedures.
- Working knowledge of wage-and-hour requirements applicable to Food and Beverage operations. Partners with Human Resources to ensure accurate payroll processing and compliant administration of service charges and tip distributions.

FINANCIAL

- Develops long-range and annual business plans that support the achievement of the Club's Strategic Plan and takes responsibility for the implementation of the strategies for success.
- Develops and implements the departmental budget and tracks financial results and responds as necessary. Assists with compiling the monthly and annual forecasts as requested by the Accounting Department. Monitors budget implementation and ensures that budget objectives are met.
- Manages within budgetary guidelines while working with the Marketing Director, Catering Director and Executive Chef to develop marketing programs to increase Club usage. Exhibits proper expense controls for food, beverage, labor and other expenses and makes recommendations to generate revenues, increase profitability and increase usage of the club.
- Prepares monthly PMIX and survey results. Also prepares the monthly alcohol inventory report for Accounting.

JOB TASKS & DUTIES

- Develops a combined operating budget for a la carte and catering operations in conjunction with the Executive Chef and Catering Manager. Partners with the Executive Chef and Catering Manager to take corrective action as necessary to help assure that budgeted sales and cost goals are attained.

- Develops a capital budget for all necessary Food and Beverage equipment and recommends facility renovation needs or capital purchases that will enhance or improve the member or employee experience.
- Responsible for proper member charge procedures, guest check analysis, tip reports, ticket controls and daily sales reports and analysis.
- Manages the department's long-range staffing needs.
- Helps plan the organizational chart and staffing and scheduling plans.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Monitors employee records to minimize overtime and keep labor costs within budget.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently followed.
- Assures that all applicable Club policies and procedures are followed.
- Helps plan and approve internal marketing and sales promotion activities for the department's outlets.
- Ensures Food and Beverage operations comply with applicable federal, state and local requirements, including food safety, sanitation and alcoholic beverage laws and regulations, and partners with Human Resources to ensure compliance with applicable wage-and-hour requirements and Club employment policies.
- Ensures all energy management, preventive maintenance and other standards are consistently met.
- Partners with Human Resources and Club leadership to ensure Food and Beverage employees receive appropriate safety orientation and job-specific training. Reinforces applicable safety procedures and OSHA requirements within the department and ensures required training documentation is provided to Human Resources for appropriate recordkeeping.
- Researches new products and evaluates their cost and profit benefits.
- Maintains Food and Beverage personnel records.
- Monitors purchasing and receiving procedures to ensure proper quantity, quality and price for all purchases.
- Consults daily with the General Manager, Executive Chef, Catering Director and other Club administrators to help assure the highest level of member satisfaction at minimum cost.
- Greets guests and oversees actual service on a routine, random basis. The Food and Beverage Director is expected to be present during all service times.
- Helps develop wine, beer, liquor and non-alcoholic beverage programs and menus along with promotion programs.
- Establishes, updates and maintains all written standards and procedures for the department as needed.
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Serves as an ad hoc member of appropriate Club committees.
- Monitors appearance, upkeep and cleanliness of all Food and Beverage equipment and facilities.
- Monitors and upholds employee dress codes, hygiene and appearance standards according to policies and procedures.
- Codes and approves all product invoices before submitting to the Accounting Department.
- Manages physical inventory verification and provides updated information to the Accounting Department through the monthly inventory process.
- Responsible for the proper accounting and reconciliation of the point-of-sale and member revenues.
- Maintains records of special events, house counts, food covers and daily business volumes.

- Ensures that an accurate reservation system is in place.
- Reviews and approves departmental timekeeping and payroll information in accordance with established Club procedures and payroll deadlines.
- Responsible for long-range planning for the department in concert with the Club's planning process.
- Establishes and maintains professional business relations with vendors.
- Works with the Club's Controller or Chief Financial Officer to identify and develop operating reports for ongoing control of the department.
- Recommends operating hours for all Food and Beverage outlets.
- Serves as manager-on-duty on a scheduled basis.
- Completes periodic china, glass and silverware inventories.

Requirements

- The ideal candidate views hospitality as a calling, not simply an occupation. They are energized by building teams, creating systems and establishing and holding to a culture of excellence. They enjoy interacting with the membership and fellow employees. The ideal candidate also adopts a philosophy of “Unreasonable Hospitality” and “Extreme Ownership.”
- Bachelor's degree in Hospitality Management or a related field.
- A minimum of four years in upper-level management in the Food and Beverage private club or luxury hospitality environment.
- A proven history of progressive private club or luxury hospitality leadership experience.
- Strong financial acumen and operational expertise.
- Experience with private club software systems. BKYC uses Jonas ENCORE.
- Strong technology skills are a must. The candidate should be comfortable with technology and should know how to use Outlook, Word, Excel, Microsoft Teams and Canva (preferred).

Compensation & Benefits

Bird Key Yacht Club offers a highly competitive compensation and benefits package consistent with executive-level private club leadership positions, including health benefits, retirement plan, professional development, performance incentives and CMAA support.

The Club offers an attractive and competitive compensation and benefits package to include:

- 401(k) Matching
- Health, Dental, Vision and Life Insurance
- Membership in CMAA
- Continuing education allowance
- Generous PTO plan
- Annual performance incentive program
- Participation in the annual holiday gift fund
- Relocation assistance provided

To Be Considered

Bird Key Yacht Club is assembling a leadership team that will define the member experience in a remarkable new clubhouse. If you are passionate about developing people, creating unforgettable hospitality and leaving a lasting legacy, we invite you to explore this exceptional opportunity.



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