



5429 LBJ Freeway, Suite 400 · Dallas, Texas 75240



Position Title: Director of Food and Beverage

Boot Ranch

Fredericksburg, Texas Department: F&B

Reports To: Assistant GM

BOOT RANCH CLUB AND COMMUNITY

Boot Ranch is a private member community and club located in the famed Hill Country of Texas. Boot Ranch is an artful expression of luxurious Texas ranch-style living nestled deep in the heart of the Hill Country. The club's mission statement is to be *the finest private club community in Texas, located in the heart of the Hill Country*. Boot Ranch is located five miles north of Fredericksburg, Texas, one of *Southern Living's "Small Towns We Love."* The area has an enduring appeal as a vacation destination, a great place to raise a family, and as an ideal place to retire. The town's German heritage is proudly displayed with 19th century stone buildings that line Main Street. The club is located close to all Hill Country actives and major Texas cities:

- San Antonio – 1 hour
- Austin – 1.5 hours
- Dallas- Fort Worth – 4 hours
- Houston – 4 hours

The club and community is nestled in the Texas Wine Country, second only to Napa Valley as a wine growing region. The Hill Country is home to more than 45 wineries and growing.

Boot Ranch is known for its renowned member service amid rustic ranch-style living, where members and their guests are greeted like family with vibrant social activities and outdoor adventures. Club amenities include:

- 7,250 yard 18-hole golf course and 34-acre practice park designed by famed PGA Legend Hal Sutton. The course and playing conditions continue to be rated as among the Top 10 in Texas by *Golf Digest* magazine.
- The 55,000 square foot clubhouse village is located on the highest bluff on the property, overlooking Boot Ranch and the adjoining Hill Country. The club won the Clubhouse of the Year by Golf Inc. The clubhouse village is designed as the heart of the development and includes 10 spacious lodge suites available for members and their guests. Also, there are 10 "Sunday Houses" (fractional homes) owned by the members with lodging and club amenities and services.

- The Ranch Club is the center of warm weather activities featuring family and adult swimming pools, an outdoor bar and grill with wood-burning pizza ovens, tennis courts, basketball and pickleball courts.
- The Longhorn Lake amenity features a private member beach club, swimming, fishing, paddleboats and two treehouses, as well as expansive play areas for children. The Longhorn Lake clubhouse is under design and development with a 2023-24 scheduled opening.
- The Metzger Market is a popular gathering market for coffee barista-made specialties, hand-dipped ice cream and essentials, as well as a community mail center.
- A gun and skeet shooting range
- Five miles of hiking and mountain biking trails (these will continue to expand and grow as development moves forward)

BOOT RANCH CLUB BY THE NUMBERS

- Annual revenue: \$12,000,000
- Food and beverage revenue: \$1,890,000
- Number of staff reporting to the position: 25+
- Annual dues: \$21,181
- Initiation fee: \$200,000
- Home price range: \$1,500,000 – \$10,000,000
- Sunday House price range (per unit): \$780,000
- The total anticipated development of the Community is approximately 450 homes, including 16 Sunday Homes.
- The club and community are being developed by Terra Verde Real Estate Group and Wheelock Street Capital.

ESSENTIAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Represents Boot Ranch in all aspects of his/her duties, whether on property, at remote locations, or special events locally or in other cities.
- Ultimately responsible for all aspects of fine dining and service in the Boot Ranch Clubhouse Dining Room, Ranch Club, and other special event venues.
- Oversee all Food & Beverage staff and operations.
- Assure Dining Room staff executes opening and/or closing duties.
- Service training and education to include: Jonas training on billing and ringing in tickets, continual food and wine education, and staff training.
- Coordinate dining room activities, including small dinners, small member functions.
- Responsible for nightly reservations and seating arrangements for members and guests.
- Ensure proper communication and service between the Ranch Club and Food and Beverage staff when food and drink orders are being executed.
- Communicate with Dining Room Supervisor and Executive Chef on the ordering of liquor, wine, beer, and operational supplies (i.e. to go items, linens, rentals, etc.).
- Ensure that the service staff is TABC and Serve Safe certified.
- Quality assurance of food, beverage and service.
- Organize weekly management meetings to review policies and procedures, future business and continually develop the quality and image of the Food & Beverage operations.
- Ensure that proper housekeeping and energy conservation procedures are always followed.
- Plan professional development and training activities for staff.

- Working with Executive Chef to determine selling prices, menus and other details for private banquets, business, social meetings and other member-related activities.
- Obtaining pertinent information needed for planning of private events, business, social meetings and other member-related activities.
- Transmitting essential information to and coordinating event planning with service, housekeeping and facilities staff.
- Overseeing personnel scheduling and supervision for Dining Room staff.
- Work with the Members and their guests to maximize their Boot Ranch experience, whether it be Clubhouse dining or special event execution.
- Schedule staff appropriately for activity load.
- Bring in additional staff, music, etc. as needed for special events (Personnel Store, etc.).
- Approve, code and submit invoices for purchases to Accounting in a timely manner.
- Conduct physical Wine, Beer and Liquor Inventories on the last day of each month. Post counts accurately on the Inventory spreadsheets and submit Inventories to Accounting no later than the fifth of the following month.
- Perform other duties as assigned.

Candidate Core Competencies

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Requirements

- Five to seven year of management experience in food and beverage service and banquet management in a private club or hospitality industry setting.
- Strong communication skills (both written and oral).
- Strong interpersonal and problem-solving skills.
- Proven planning, organizational and leadership skills.
- Computer literacy with proficiency in Jonas point of sale and inventory software, Microsoft Word, Excel and Outlook.
- Market and industry knowledge of current and future trends

OTHER CONSIDERATIONS

LANGUAGE ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Microsoft Excel and Word Processing software, Outlook and Jonas POS and inventory software.

SUPERVISORY RESPONSIBILITIES:

Manages 3 subordinate supervisors who supervise up to 25 employees in the Food and Beverage Department. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS - The physical demands described here 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.

- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms, talk, hear, bend, stoop, lift, balance, walk, and stand.
- Ability to move freely on a multi-floor building.
- Must lift and/or move up to 20 pounds. Occasionally required to assist in moving furniture.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

SALARY AND BENEFITS

- Salary is open and commensurate with qualifications and experience.
- The club will offer continued Club Managers Association (CMAA) benefits and continued education.
- The club will offer an excellent bonus and benefits package.
- Relocation assistance.

Individuals who meet or exceed the established criteria detailed in this posting are encouraged to send their cover letter and resume.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume.

CONTACT INFORMATION, WHERE TO SEND ALL DOCUMENTS

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with the subject line: Boot Ranch, Fredericksburg, Texas. If sending via regular mail, please mark – Boot Ranch, Food and Beverage – on the outside of your envelope. Thank you.

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