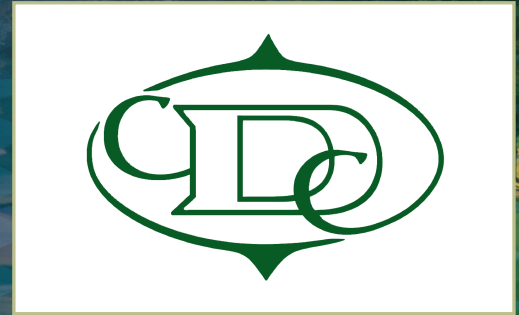


CANDIDATE PROFILE

Food and Beverage Director
Country Club of Decatur
Decatur, Illinois



www.w.ccofdecatur.com

[Click here to watch a short video.](#)

The Organization

Founded in 1899, the Country Club of Decatur is one of Central Illinois' premier private clubs, offering an exceptional family-oriented experience rooted in tradition, hospitality and community. The Club has built a longstanding reputation for providing superior recreational, dining and social experiences while maintaining a welcoming and progressive culture. The current clubhouse and golf course property were developed in 1928 and remain an important part of the Club's history and identity today. Situated on a beautiful, wooded property overlooking the lake, the Club blends historic charm with a vibrant and active membership lifestyle.

Today, Country Club of Decatur continues to evolve while remaining focused on its core mission: providing an outstanding member experience through exceptional service, high-quality facilities and strong leadership. The Club is financially healthy, professionally managed and supported by an engaged membership that values both tradition and innovation.

COUNTRY CLUB OF DECATUR DETAILS:

- Membership: 381 Members
- Gross Volume: \$4.4 Million
- Annual Food & Beverage Revenue: \$1,400,000
- Banquet Revenue: ~25% of F&B
- Golf Rounds Annually: ~12,000
- Board Members: 15
- Standing Committees: 6
- Club Software: Jonas
- Full-Time Employees: 25
- Peak Season Employees: 79

COUNTRY CLUB OF DECATUR AMENITIES:

- Championship Golf Course

- Practice Facilities
- Multiple Dining Venues
- Banquet & Private Event Spaces
- Pool & Snack Shack Outlet
- Tennis & Pickleball Courts
- Family-Oriented Social Programming
- Member Events & Holiday Functions
- Private Dining & Catering Services

Position Overview

The Country Club of Decatur is seeking a dynamic, visible and service-oriented Food & Beverage Director to lead all front-of-house food and beverage operations throughout the Club. This position is responsible for ensuring exceptional member and guest experiences across all dining outlets, banquet operations, Club events, pool operations and beverage programming. The Food and Beverage Director reports to the General Manager.

The successful candidate will be a strong hospitality leader with excellent organizational skills, a passion for member engagement, and the ability to lead and develop a high-performing service team. The Food & Beverage Director will work closely with the Executive Chef and senior leadership team to elevate the overall dining experience while maintaining strong operational and financial performance.

Key Responsibilities

FOOD & BEVERAGE OPERATIONS LEADERSHIP

The Food & Beverage Director will provide leadership and oversight for all front-of-house food and beverage operations throughout the Club.

- Direct oversight of all dining outlets, banquet operations, snack shop, carry-out services, Club events and beverage programs.
- Ensuring consistent execution of exceptional service standards throughout all food and beverage operations.
- Leading daily operations with a highly visible and engaged management presence.
- Maintaining a culture focused on hospitality, professionalism, accountability and teamwork.
- Monitoring member satisfaction and continuously identifying opportunities to enhance the overall member experience.
- Working closely with the Executive Chef to ensure strong collaboration between front- and back-of-house operations.
- Participating in daily operational planning and service execution.
- Ensuring all areas consistently reflect the standards of a premier private club environment.

MEMBER EXPERIENCE & SERVICE STANDARDS

The Food & Beverage Director will play a key role in creating memorable dining and social experiences for members and guests.

- Establishing and maintaining elevated service standards across all dining experiences.

- Greeting members and guests regularly and remaining visible throughout service periods.
- Personally handling member feedback, concerns and service recovery situations in a professional and timely manner.
- Conducting regular service inspections and training exercises to ensure consistency and accountability.
- Creating a warm, welcoming and member-focused culture throughout the operation.
- Assisting with the planning and execution of club events, holiday programming, wine dinners and social functions.
- Collaborating with Club leadership to enhance member engagement and dining participation.
- Maintaining awareness of hospitality and private club trends to continuously improve member experiences.

FINANCIAL MANAGEMENT & BUDGET OVERSIGHT

The Food & Beverage Director will be responsible for the financial performance and operational efficiency of all food and beverage departments.

- Developing and managing operating budgets for all food and beverage outlets.
- Monitoring sales, expenses, labor costs and profitability to achieve budget goals.
- Working closely with the General Manager and Finance Committee to maintain strong financial performance.
- Implementing and maintaining effective cost control procedures and operational standards.
- Assisting with forecasting, budgeting and long-range operational planning.
- Monitoring purchasing, ordering and receiving procedures to ensure quality, pricing and inventory accuracy.
- Evaluating product offerings and researching opportunities to improve profitability and member satisfaction.
- Maintaining accurate departmental documentation, reports and operational records.
- Ensuring labor scheduling aligns with business demands while controlling overtime and staffing inefficiencies.

TEAM LEADERSHIP & STAFF DEVELOPMENT

The Food & Beverage Director will lead, mentor and develop all front-of-house food and beverage team members.

- Recruiting, hiring, training, mentoring and supervising food and beverage staff.
- Developing onboarding and ongoing training programs for managers, servers, bartenders, banquet staff, food runners and support staff.
- Creating a positive and professional work environment focused on accountability and growth.
- Establishing clear service expectations and operational standards for all team members.
- Conducting regular coaching, feedback sessions and performance evaluations.
- Developing staffing plans and organizational structures to support operational excellence.
- Leading by example with professionalism, visibility and strong hospitality leadership.
- Supporting employee engagement and retention through communication and team development.

BEVERAGE PROGRAM & EVENT OPERATIONS

The Food & Beverage Director will oversee beverage operations and assist in developing engaging member programming.

- Assisting in the development of wine lists and beverage promotions.
- Working alongside the Executive Chef to create pairing dinners and specialty culinary events.
- Managing beverage service standards and operational consistency.
- Planning and executing Club events, banquet functions and member programming.
- Supporting marketing and promotional efforts for dining and events.
- Developing creative ways to increase member participation and event attendance.
- Monitoring trends in hospitality, dining and member programming to keep offerings fresh and engaging.

SANITATION, SAFETY & COMPLIANCE

The Food & Beverage Director will ensure all food and beverage operations maintain the highest standards of cleanliness, safety, and compliance.

- Ensuring compliance with all local, state and federal regulations related to food and beverage operations.
- Monitoring sanitation, cleanliness, safety and preventative maintenance procedures throughout all operational areas.
- Enforcing responsible alcohol service standards and applicable liquor laws.
- Maintaining BASSET and Illinois Food Service Manager compliance standards.
- Ensuring all standard operating procedures are consistently followed by staff.
- Supporting preventative maintenance and operational upkeep throughout dining and service areas.
- Promoting safe work environments and proper operational procedures.

LEADERSHIP COLLABORATION & CLUB CULTURE

The Food & Beverage Director will serve as a key member of the leadership team and contribute positively to the overall culture and success of the Club.

- Collaborating closely with the General Manager, Executive Chef and department heads.
- Participating in leadership meetings, planning discussions and Club initiatives.
- Supporting Club-wide goals and strategic objectives.
- Building strong relationships with members, staff, vendors and the Board when appropriate.
- Maintaining a visible, approachable and member-focused leadership style.
- Representing the Club professionally within the community and industry.
- Staying current with hospitality, Food and Beverage and private club trends through continuing education and industry involvement.

Professional Experience & Qualifications

- Food & Beverage Director, Assistant General Manager or senior hospitality leadership experience
- Private club, resort, luxury hotel or upscale hospitality experience preferred
- Strong banquet and event management experience
- Experience managing financial performance and operational budgets
- Proven leadership and team development skills
- Strong communication and organizational abilities
- BASSET Certification
- Illinois Food Service Manager Certification

- CMAA involvement or continuing education preferred
- Bachelor's Degree preferred or equivalent hospitality experience

Competitive Compensation

- Competitive Base Salary
- Performance Bonus Potential
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- 401(k) with Club Match
- Paid Vacation
- Employee Discounts
- Relocation Assistance

To be Considered

To be considered for this opportunity, please submit your cover letter and resume in PDF format, attached via email with the club line: Food and Beverage Director, Country Club of Decatur, to:



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