



5429 LBJ Freeway, Suite 400 · Dallas, Texas 75240



Position Title: Director of Food and Beverage

Lakewood Country Club

Dallas, Texas

<https://www.lakewoodcc.com>

Department: F&B

Reports To: General Manager

CLUB AND POSITION OVERVIEW

Established in 1912, Lakewood Country Club was Dallas' second 18-hole golf course. Originally designed by Scotsman Tom Bendelow, it is located on 129 acres at the corner of Abrams Road and Gaston Avenue, the perfect location to be enveloped by Dallas residents as it grew into Texas' third-largest city. The club is very successful today with a waiting list of over three years. It has truly become a second home for its 1,100 plus member families, of which 90% live within three miles from the club.

The club is so popular year-round that it does not really experience a peak season. Even during the heat of mid-summer, the pool and its surrounding dining and social areas become the epicenter of unprecedented dining and social activity. Golf rounds consistently exceed 30,000 annually.

The position is responsible for delivering the highest possible standard of hospitality and service across all Food and Beverage amenities, the continued development and training of the F&B team. The selected individual will develop and implement programs to enhance the member dining experience and drive revenues through service excellence and increased dining traffic.

LAKWOOD COUNTRY CLUB BY THE NUMBERS

- Gross revenue: \$18 MM
- Food & Beverage \$5.4MM, of which 85% is from a la carte dining
- 58,000-square-foot clubhouse
- Total membership: 1,100 + families with a three-year wait list
- Initiation fee: \$100,000
- Full member dues: \$13,800 annually
- Tom Bendelow 18-hole championship golf course; redesigned in the 1950s by Ralph Plummer; redone in 2013 by Coore & Crenshaw
- Practice range
- Golf pro shop
- Men's and women's locker rooms
- Five a la carte dining venues seating a combined total of 400
- Banquet room seating 300 wedding sit-down / 400 cocktail reception
- Wine room with wine cellar
- 3,000-square-foot fitness center
- Fitness center "Kidz Club" for child minding
- Two massage rooms
- Recreational swimming pool with baby pool and snack bar
- Eight hard-surface, lighted tennis courts
- Tennis pro shop
- One pickleball court
- 300-plus employee peak season; 175 full-time year-round

ESSENTIAL RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Oversees multiple Food and Beverage outlets.
- Oversees the Beverage Program and procurement of beverage inventory, including wine, spirits, and beer with the Beverage Manager.
- Oversees catering operation for events.
- Develops ongoing training/professional development for the Food and Beverage team.
- Must be able to hire, manage, develop and train staff.
- Individual must be able to develop and manage a budget to meet financial expectations, making adjustments as needed.
- Works with the Executive Chef to maintain clear lines of communication between the front and back of the house. The Club is fortunate to have a tenured highly regarded Executive Chef.

Candidate Core Competencies

- Possess an outgoing and friendly personality with a high potential to identify with and embrace the Club's culture and traditions.
- Possess leadership skills to motivate staff with a commitment to quality and excellence.
- Be a highly energetic; self-starter with a hands-on approach to management.
- Be able to provide excellent communication skills at all levels.
- Has established a strong sense of service with proven staff development and training skills.
- Has an ability to function in a committee-oriented environment and to respond to the ideas and energies of the Club's committees.
- Has the ability to work with a variety of personalities.
- Possesses an ability to perform gracefully under pressure, execute events smoothly, and resolve conflicts or complaints.
- Possesses a good sense of humor and an ability to have fun.
- Has strong organizational and time management skills; identifying the details necessary to consistently achieve high quality, satisfaction, and outstanding member experiences.
- Has a professional appearance and demeanor and expects the same from his or her staff.
- Is a hands-on leader who will get things done quietly while engaging with all constituencies.
- Is a highly motivated professional who is passionate and who enjoys full member engagement.

Requirements

- Bachelor's Degree in Hotel/Restaurant Management, business, or a related field and experience that provides the required skills and knowledge
- Five or more years' experience in the food and beverage area in a hospitality environment, preferably in a private club setting.
- Prior high volume multi outlet experience.
- Ability to hire, train, motivate, mentor and lead a large staff.
- Understands and has a passion for service, is a true service leader.
- Ability to collaborate with the entire Food and Beverage team.
- Highly organized with productive management skills.
- Has an eye for detail.
- Ability to engage the membership.
- High visibility individual.
- Technology skills (POS systems, basic payroll knowledge and labor costs knowledge.
- Is receptive to certain flexibilities (high a la carte volume and large banquets as well as holidays.
- Proven track record/reputation for professionalism (knows and maintains the "professional line")

- Ability to work with and motivate different cultures.
- A Certified Club Manager (CCM) designation or working towards would be considered a plus
- A career path marked by stability and professional achievement.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- A lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint and other software programs/point of sales systems.
- Impeccable and verifiable references; all candidates will be subject to a thorough background check.
- Sommelier certification or continuing education in wine is preferred.

SALARY AND BENEFITS

- This is a full-time salaried position with a full benefits package.
- Health, dental and vision insurance per the Lakewood Country Club employee benefits package
- Life and AD&D insurance
- Long-term and short-term disability
- 401(k) plan with employer match upon completion of eligibility requirements.
- Competitive salary commensurate with qualifications and experience, with potential for performance bonus.
- Professional association dues.

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: Lakewood CC, Dallas, F&B. If sending via regular mail, please mark – Lakewood CC, Dallas, Food and Beverage – on the outside of your envelope. Thank you.

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