



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:  
**FOOD AND BEVERAGE DIRECTOR**  
**Copperleaf Golf Club**  
Estero, FL

Copperleaf Golf Club, nestled in the vibrant community of Estero, FL, is looking for a dynamic Food and Beverage Director. This pivotal role involves setting an exemplary standard of leadership and offering guidance to its skilled food and beverage team. The ideal candidate will possess a deep understanding of the culinary and hospitality industry, demonstrating a commitment to excellence in service and quality. By fostering a culture of mentorship and continuous improvement, the Food and Beverage Director will ensure that the team consistently meets and exceeds standards that its members and guests have come to expect.

#### POSITION OVERVIEW

The Food and Beverage Director is responsible for delivering the expected member experience and meeting/exceeding established performance metrics by operating all F&B outlets/ functions according to Club policies and procedures. The director works closely with the management team to achieve short-term objectives and ensure the Club's long-term viability. This hands-on position requires daily interaction with the membership and staff.

#### JOB SUMMARY

- Responsible for the successful operation of the Clubhouse and Outdoor Dining facilities, including staffing, inventory control, and ensuring proper cleanliness, maintenance, and service standards.
- Responsible for sales, expenses, and profit goals as outlined in the food and beverage operating plan/budget.
- Responsible for developing and submitting the food & beverage and payroll budgets.
- Work with the House Committee Chair, providing the committee chair with the necessary reports and documents to make operational recommendations to the Board of Directors.
- Maintain appearance in the restaurants and bars during all peak periods (11-2 p.m. and 5-8 p.m. when scheduled).
- Conduct a minimum of six table visits per meal period daily.
- Responsible for the cleanliness of the dining facilities and all meeting rooms.
- Responsible for monthly and annual inventories.
- Implement and coordinate all special events, working closely with the golf department and various member-led associations.
- Address all food and beverage member complaints within 24 hours to ensure member satisfaction.
- Maintain weekly and monthly sales logs and reports.
- Work with the Director of Finance, providing all month-end requirements and variance reports.
- Work with administration to schedule all food and beverage events on the master calendar.
- Responsible for the supervision of the restaurants' service staff and banquet staff.
- Provides continuous standards of service training for all service staff, including steps of service and name recognition of members.
- Monitor and ensure a high standard of service is delivered in a professional and friendly manner.
- Keeps proper documentation of all training and update employee files, including ServSafe and TIPS.
- Responsible for hiring, training, and retaining food and beverage department employees (including annual performance reviews).
- Complies with and promotes all organization policies and procedures, including the Drugfree Workplace policy.
- Maintains, programs, and operates the POS system.
- Ensures that the proper atmosphere of the restaurant areas is maintained.



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- Develop all special promotions and incentive programs.
- Attend Board of Director and House Committee meetings
- Maintains proper staffing levels according to schedule and volume of business.
- Accountable for the proper storage of supplies and inventory.
- Helps monitor and adhere to budget guidelines.
- Responsible for the entire front-of-the-house operations.
- Required to work nights, weekends, and holidays.
- Regular attendance according to schedule is a requirement of this position.
- Performs other duties as assigned, requested, or deemed necessary by management.

#### QUALIFICATIONS

- Thorough knowledge of all food and beverage areas, emphasizing restaurant, lounge, Banquet operations, and service standards.
- Knowledge of management and profit and loss concepts.
- Computer literate.
- Minimum of five years in food and beverage management.
- Point of sales systems knowledge - Club Essential preferred.
- Beverage controls knowledge.
- Event Planning qualifications are a must.
- Alcohol awareness training.
- Certified Safe Serve Manager.
- Undergraduate degree in hospitality or business management or equivalent work experience.

#### REPORTS TO

- General Manager

#### DIRECT REPORTS

- Servers
- Bartenders
- Food Runner
- Busser
- Hostesses
- Food & Beverage Manager
- Server Supervisor

#### PHYSICAL/ENVIRONMENTAL DEMANDS

The position requires work performed in indoor and outdoor environments. Indoor activities include sitting or standing for long periods, reading, writing, verbal communication, and operating office equipment. Can tolerate exposure to variable and adverse weather conditions. Active physical work involves carrying, pushing, pulling, stooping, kneeling, crouching, bending, reaching, and walking long distances. Must be able to work long hours during the season.

The associate must regularly lift and move up to 15 pounds, frequently lift and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust/focus.



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#### THE CLUB OFFERS

Salary will be offered at \$120,000 annually and is commensurate with experience.

- Bonus potential
- Paid Time Off (Vacation, PTO, and Holidays)
- Relocation package considered
- Medical, dental, and vision insurance
- Education Allowance
- 401K match up to 5% after 12 months

#### CLUB OVERVIEW

The Club is a private, gated community in The Brooks in Estero, FL. Central to Copperleaf's social life, the newly renovated 27,000 sq ft. clubhouse features a main dining room, a terrace overlooking the golf course, several function rooms, an indoor/outdoor bar and lounge, and a golf shop.

The Club also has a new outdoor dining facility, Ospreys, with 145 covered seats, 24 chaise lounges, and additional pool deck seating. In 2024, the club invested over \$20 million in upgrading the Clubhouse and dining facilities. Chef Justin Hornyak and his culinary team create comprehensive and delightful menus that accommodate a variety of dietary preferences.

Members enjoy playing cards and games, themed social events, and watching their favorite sporting events with friends and neighbors. Every day, the Copperleaf Clubhouse demonstrates that it is a welcoming gathering place to catch up with old friends and make new friends.

#### CLUB DETAILS

- 1200 Members
- \$8.2M Total Gross Revenue
- \$1.3M F&B Revenue
- 120 Peak season staff
- 7 Board of Directors
- 9 Standing Committees
- 2 Food and Beverage Outlets
- Website: <https://www.copperleafgc.com/>

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