

EXECUTIVE FOOD & BEVERAGE DIRECTOR PROFILE: THE YALE CLUB OF NEW YORK CITY NEW YORK, NY

THE EXECUTIVE FOOD & BEVERAGE DIRECTOR (EFBD) OPPORTUNITY AT THE YALE CLUB OF NEW YORK CITY

An amazing opportunity exists for a candidate with a successful track record of leadership and high-quality F&B operations management in hotels, resorts, private clubs or high-end establishments in the hospitality industry. We are conducting the search for the Executive Food and Beverage Director for this premier alumni club in New York City. The successful candidate will be an integral part of a high-performing team at a world-renowned Club, recognized for its innovations, quality work environment and focus on continually 'raising the bar' for its members and staff.

The chief focus of the role is on the overall member experience, which is of primary importance to the social fabric of the Club. The ability to consistently "look forward" in planning, innovations, organization and overall departmental leadership is a critical skill set required for success in this position. Equally important is the ability to intuitively embrace the need to be visible and highly interactive with the members and staff; leadership in this area begins and ends with approachability and accessibility.

[Click here to watch a brief video about this opportunity](#)

THE YALE CLUB OF NEW YORK CITY

The Yale Club was founded in 1897 on a shared common history, with the goal of allowing graduates the ability to continue the friendships they formed at Yale. Over its 116-year history, it has grown into the organization that members enjoy today. It is a club in the most treasured sense of the word.

Originally located at 17 Madison Square and then 30 West 44th Street, the Club now sits on Vanderbilt Avenue, in the heart of midtown and just steps away from Grand Central Station. The Clubhouse was designed by James Gamble Rogers '89 and hailed for its dignified neoclassical design. Upon opening its doors in 1915, the building became the largest Clubhouse in the world and continues to be the largest college clubhouse in existence today.

The Yale Club strives to create value for their family-focused members by providing activities, programming, and facilities that the entire family can enjoy. The Yale Club of New York City hosts almost 300 member activities each year. Amenities of the club include three ASB international squash courts, top of the line cardio equipment, free weights, weight machines, two stretching rooms and a fitness studio. Squash programs include private lessons for players of all levels and ages, round-robins, clinics, and a very popular Ivy League Box League. The locker rooms have sauna and steam rooms and offer massage services.

The Yale Club of New York City has served as a unique space for both members and guests alike, bringing people together for over one hundred years. The 22-story clubhouse, hailed for its dignified neoclassical design, offers a rich history as well as an array of modern amenities from the recently completed \$40 million capital investment program. With 138 guest rooms, three restaurants, a fitness center, full service library, squash courts and more.

The Yale Club is recognized annually as a Platinum Club of America and is proud to offer exceptional amenities and services, while providing the perfect space celebrated for its warmth, timelessness, and understated elegance.

THE YALE CLUB BY THE NUMBERS:

- Gross \$ Volume 40.3M
- Annual Dues Volume 12.9M
- F&B Volume \$14M; 36% a la carte 64% catering and events
- # of Employees (FTE) 167 in season; 123 out of season
- 22 Board Members (3x3yrs); 13 Committees
- Members: 9,299; Associate, International, Non-Resident, Resident & Suburban
- Annual Dues: \$2,200

YALE CLUB WEBSITE: www.yaleclubnyc.org

World class dining options are a featured attraction at the Yale Club. These dining venues include:

The Rooftop Dining Room and Terrace

Open air dining is available May through October in the beautiful rooftop Dining Room and Terrace. Magnificent views of the Manhattan skyline make this dramatic venue a very popular club destination. Chef Kehrl's menu compliments both the drama and serenity found on this 22nd floor one of a kind social harbor.

The Tap Room

The Tap Room is the perfect place to start your day with a power breakfast or a healthy start. At lunchtime, the club provides expedited service to get you back to the office in time for your next appointment, while dinner is the time to indulge in specialty cocktails and a few snacks at the Bulldog Bar before enjoying an elegant dinner. The Tap Room features seasonal menu items and an expansive wine list.

The Grill Room

With its cozy, pub-like atmosphere and informal, family-friendly service, the Grill is perfect for a quick meal or casual get-together. This is the place for lighter fare such as soups, salads, and sandwiches. And, of course, Yale Club Lager and Bulldog Burgers. Whether members and guests are gathering around the plasma TV, or just catching up with friends, the Grill Room is great for informal dining.

Special Events

Special event and meeting spaces are also a premium attraction for both member and member sponsored events at the club. Weddings in The Grand Ball Room, cocktail receptions, rehearsal dinners, birthday celebrations, anniversary parties, corporate meetings and presentations make up many of the clubs' food and beverage operations.

The Yale Club's unique event venues can accommodate corporate functions for 10 to 250 guests, including several meeting rooms such as the Council, Saybrook, and Trumbull rooms that can accommodate any audio/visual request, and all the banquet and guest rooms have wireless internet service. The Main Lounge features two fireplaces, while the Library is also a unique reception room. The versatile event rooms are perfect for large and small groups and make any occasion memorable.

"The Yale Club of New York City is a home away from home for alumni and their families."

EXECUTIVE FOOD & BEVERAGE DIRECTOR POSITION OVERVIEW

The Executive Food & Beverage Director (EFBD) is ultimately responsible for all club food & beverage service operations daily. Being the “public face” of these operations with a hands-on approach and an understanding that full “on-the-floor” member and staff engagement is critical to success in this position. The EFBD consistently provides *superb* dining and other event food and beverage experiences for the Club’s membership and their guests. This senior level position works closely with and reports directly to the General Manager. A most critical relationship is that with the Executive Chef, ensuring collaborative and harmonious relationships between front and back of house operations.

KEY RESPONSIBILITIES

The Executive Food & Beverage Director will:

- Be the primary coordinator of food and beverage budgeting, hiring, coaching, training, orientations and creating a culture of teamwork, and the supervision of associates to ensure all is done in accordance with approved Club policies and Local 6; hotel, restaurant, club employees and bartenders union contract parameters and compliance with governmental regulations.
- Have a strong and highly visible and respectful presence with the membership, be an exceptional communicator, have adroit interpersonal skills, and the maturity to instinctively know how to treat members and guests with a high-level of service. He or she must be able to communicate these expectations to a staff with diverse backgrounds and motivate them positively to understand and execute to those expectations.
- Oversee all dining areas to ensure smooth operations, high levels of member and guest satisfaction, quality food products and exemplary service in conjunction with the Executive Chef.
- Oversee all banquets and social functions, including member and member sponsored events.
- Establish and uphold expectations of service standards, dress, decorum and consistently monitor for adherence always.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the clubhouse facilities.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding and execution to these high standards.
- Recommend, monitor and manage policies, operating procedures and staffing for all F & B areas; recognize the needs and consistently perform to high levels of service in each of these operating areas.
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- Hold weekly meetings and daily briefings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club.
- Have a strong sense of urgency and responsiveness, while also maintaining quality and integrity of the division’s business plan.
- Assist in planning and be responsible for ensuring that special club events are well-conceived and executed.
- Be responsive to members’ requests for menu selections, event planning, etc., and strive to find creative ways to accommodate reasonable requests; have a belief in a service philosophy of “the answer is ‘yes,’ what is the question?”
- Clearly understand the metrics for successful attainment of financial goals and objectives in F&B operations, and consistently review these expectations with his or her direct reports to ensure understanding and ‘buy-in’ from those contributing to their attainment.
- Develop and monitor plans, budgets and procedures to provide direction and controls for food and beverage operations; implement corrective procedures as necessary to help ensure that budget goals are attained.

- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage regulations. Keep current on all matters pertaining to the food and beverage industry.
- Be responsible for the management of all alcoholic beverage inventories and purchases.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Be an active and dynamic recruiter of team members and someone who inherently enjoys developing and building his/her team and leading them to significant, positive membership satisfaction outcomes.
- Be a collaborative team player who is willing to be “hands on” when necessary but understands when to step back and lead the team.
- Involve associates in the decision-making process of how ‘work gets done’ and creates a work environment people want to come to and participate every day.
- Recommend, monitor and manage policies, operating procedures and staffing for all F & B areas; recognize the needs and consistently perform to high levels of service in each of these operating areas.
- Conduct and/or oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items and daily specials, sanitation, team building and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Ensure that an effective orientation and onboarding program exists in all areas of responsibility, along with consistent professional development and training.
- Ensure effective and efficient staffing and scheduling for all facilities and functions while balancing financial objectives with member satisfaction goals.
- Work closely with the Executive Chef to facilitate a strong relationship between the kitchen and banquet/ restaurant departments.
- Ensure that associates clearly understand performance expectations and that assigned tasks are reasonable, well-conceived and appropriately conveyed. Provide resources necessary to allow employees to perform their jobs effectively and create an exceptional ambience for members and guests.
- Take personal ownership of his or her area of responsibility, with special attention to the physical plant and overall appearance of the operation and understand the need to be consistently “member ready” in both appearance and service.

CANDIDATE QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed above are representative of the knowledge, skill, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

A Bachelor’s degree (B.A.) in Hospitality Management is preferable, or a two or four-year degree from a Culinary School, plus a minimum of four to six years of Food & Beverage management experience in a high-volume facility (Resort, Club or Hotel) or an equivalent combination of related education and experience.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The Club, along with the typical CMAA benefits, offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

"Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be **addressed to Tim Muessle, General Manager**, and clearly articulate why you want to be considered for this position at this stage of your career and why YCNYC and the New York City area will be beneficial to you, your family, your career, and the Club if selected."
Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

IMPORTANT: Save your resume and letter in the following manner:
"Last Name, First Name Resume" &
"Last Name, First Name Cover Letter"
(These documents should be in Word or PDF format)

Note: Once you have completed the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: holly@kkandw.com

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