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

THE DIRECTOR OF FOOD & BEVERAGE OPPORTUNITY AT THE YALE CLUB OF NEW YORK CITY

An exciting opportunity awaits candidates with a proven track record of leadership and excellence in food and beverage operations management within upscale hospitality or private club establishments. We are currently seeking a Director of Food and Beverage (DFB) for The Yale Club of NYC. The ideal candidate will play a pivotal role within a dynamic executive team, contributing to a club renowned for its commitment to an exceptional work environment and continuous pursuit of excellence for both members and staff.

Aligned with the service mission of The Yale Club, the Director of Food and Beverage will lead a team of diverse professionals dedicated to consistently creating memorable and unique member experiences reflective of the club's distinguished social and intellectual atmosphere. Union experience is required to ensure smooth operations and positive labor relations within the club.

If you are a dynamic leader with a passion for food and beverage and a commitment to delivering unparalleled service, we invite you to explore this exciting opportunity to join The Yale Club of NYC and contribute to its continued legacy of excellence.

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

ABOUT 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 cherished sense of the word. Located in the heart of Manhattan, The Yale Club of New York City is a haven of camaraderie and impeccable service, where guests experience old-fashioned warmth and tradition along with modern technology and amenities. Ensuring consistently positive member and staff experiences while staying relevant to a future pipeline of members is of utmost importance.

The Club has over 12,000 members from around the world, including 2,500 who live and work in New York City. Its membership continues to evolve and reflects the values, traditions, and above all, love for the University. Its membership is restricted almost entirely to alumni and faculty of Yale University. Three other, smaller clubs also are in residence at the Yale Club: the Dartmouth Club, the Virginia Club, and the Delta Kappa Epsilon Club. Members of these other clubs have the same access to the clubhouse and its facilities as members of the Yale Club itself.

The Club sits at 50 Vanderbilt Avenue, in the heart of midtown, and literally steps away from Grand Central Station. The Clubhouse was designed by James Gamble Rogers 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 university clubhouse in existence today. The 22-story clubhouse offers a rich history of tradition, as well as an array of modern amenities enhanced by the recently completed \$40 million capital investment program. The Club offers its members 138 guest rooms, three restaurants and bars a rooftop terrace venue, a Fitness and Squash Center consisting of three international squash courts, cardio machines, a weight room, a variety of fitness classes and a plunge pool, a 40,000-volume full-service library, and an exceptionally active programming and events schedule, hosting nearly 300-member activities each year.

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

They strive to be relevant to today's modern club members' needs and desires and has added 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 BY THE NUMBERS:

- Gross volume – approximately \$47.3
- Membership dues revenue – approximately \$14.2M
- F&B volume – approximately \$14.9M
- 35% a la carte 65% catering and events
- # of Employees - 297
- 22 Council (Board) Members serving three-year terms; 13 Committees
- Members: Approximately; 12,800 from all categories
- Annual Dues for a Resident Member: \$2,622; other classes of membership are typically a percentage below
- Average Age Membership – 51
- Food Cost – 33%
- Beverage Cost - 24%
- F&B Payroll approximately \$12.5M
- Food and Beverage FTE's - 200
- Average 16 weddings per year

THE YALE CLUB OF NEW YORK CITY WEBSITE: www.yaleclubnyc.org

FOOD & BEVERAGE PROGRAM

THE GRILL ROOM is open on Sundays for Cocktail Service: 1:00 pm – 7:30 pm, *last call at 7:15 pm* (complimentary bar snacks), and then used as a Member Meeting space Monday – Saturday: 7:00 am – 11:00 pm.

THE TAP ROOM & BULLDOG Bar is open Seven days per week for breakfast, lunch, and dinner, and a brunch buffet on Sundays.

THE ROOF DINING ROOM & TERRACE is open for lunch and dinner in the summer season.

THE MAIN BAR & LOUNGE is open for complimentary coffee in the morning a member lounge space during the day and the bar serves cocktails Monday – Friday.

DIRECTOR OF FOOD & BEVERAGE POSITION OVERVIEW

The Director of Food & Beverage (DFB) is part of the executive team and ultimately responsible for all club property food & beverage service operations daily, including its activities, dining options, systems, processes, financial success, and relationships between club members, guests, and employees. The Director of Food and Beverage should have experience in improving member satisfaction and enhancing employee engagement. Being the “public face and personality” 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. Previous experience as a leader in a union environment and working diplomatically to promote exceptional labor relations will also be paramount.

The Director of Catering, Director of Banquets, and Food and Beverage Managers all report to the Director of Food & Beverage. This position works closely with the AGM, Executive Chef, and reports to the General Manager. The relationship with the executive leadership team is particularly important to this position, ensuring collaborative and harmonious relationships between front and back-of-house operations. The DFB will interact with the House committee.

KEY RESPONSIBILITIES

LEADERSHIP:

- Offer effective leadership and direction for managers and staff in the F&B department.
- Establish and maintain respectful rapport with F&B managers and all department heads at Yale Club of NYC.
- Work harmoniously with the Executive Chef and kitchen management.
- Oversee the Catering and Member Events departments and oversee all event bookings and execution.

- Be a positive and enthusiastic motivator for all F&B personnel.
- Coach and mentor F&B leadership and line-level team.
- Be a collaborative team player who is willing to be “hands-on” when necessary but understands when to step back and lead the team.
- Ensure the team clearly understands 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 be fair and firm in adherence to club policy and procedure.
- Recommend, monitor, and manage policies, operating procedures, and staffing for all F&B areas; recognize the needs and consistently perform high levels of service in each of these operating areas.
- Maintain and advance the overall beverage program with a focus on utilizing the Club wine cellar more effectively and enhancing cocktail, beverage, and beer programming by training the food and beverage team to be confident and knowledgeable in their approach to selling, serving, and speaking to members and their guests.

OPERATIONS AND MEMBERSHIP:

- Take personal ownership of his or her area of responsibility and understand the need to be consistently “member ready” in both appearance and service.
- Establish, where needed, standard operating procedures and processes for all dining areas.
- Clearly understand the logistics of banquet operations amidst other food and beverage offerings and develop and utilize systems for consistency and quality in all banquet events.
- Working in coordination with other leaders to ensure consistent standards result in member satisfaction.
- Have a strong highly visible and respectful presence with the membership, be an exceptional communicator, have adroit interpersonal skills, and have the maturity to instinctively know how to treat members and guests with a high level of service.
- Oversee all dining areas to ensure smooth and consistent experience commonality in all operations, high levels of member and guest satisfaction, quality food products, and exemplary service.
- Participate in marketing/communication programs to increase dining room, banquet, and general participation in F&B-related activities.
- Oversee all banquets and social functions, including member and member-sponsored events. Establish budgeted and actual P&Ls for each banquet event with the ability to communicate profit & loss expectations and targets.
- Hold weekly staff meetings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special club events are well executed.
- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage regulations. Keep current on all matters of the food and beverage industry.

HUMAN RESOURCE MANAGEMENT:

- Have a passion and aptitude for teaching and training all food service personnel.
- 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.
- 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.

FINANCIAL:

- Coordinates with the Purchasing Department, Accounting Office, and other food and beverage managers to keep appropriate par levels, keep an organized system for inventory, and maintain varied offerings of wine, beers, spirits, and other appropriate beverages.
- Plans and implements the front-of-house food and beverage budget.
- Clearly understand the metrics for the successful attainment of financial goals and objectives in F&B operations.

- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Oversee data management including dining reservations, covers and average check, menu mix, menu engineering, P&L, and Membership satisfaction.
- Be responsible for the management of all alcoholic beverage inventories and purchases.
- Have a strong sense of urgency and responsiveness, while maintaining quality and integrity of the department's business plan.
- Establish Key Performance Indicators (KPI's) and benchmark progress against these regularly.

CANDIDATE QUALIFICATIONS

- Proven food and beverage management experience in a restaurant/hospitality venue
- Candidates must have an established track record of positive experience working in union environments, Local 6 experience is preferred.
- Ability to manage and inspire personnel with a passion for training team members
- Proven ability to work within budgeted targets and goals
- Flexible and adaptable management style
- Excellent communication and leadership skills

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Beverage/Sommelier certifications preferred or an individual working towards the designation
- Bachelor's degree (B.A.) in Hospitality Management or related field
- Minimum of 5 years of experience in a union environment, high-volume hotel, restaurant, or club operation

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package. *Salary Range: \$160,000 - \$180,000*

INSTRUCTIONS ON HOW TO APPLY

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. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Daniel Perez, General Manager/COO, The Yale Club of NYC, and clearly articulate your alignment with this role and 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.

You must apply for this role as soon as possible but no later than Monday, July 22nd, 2024. Candidate selections will occur early August with first Interviews expected in mid-August and second interviews a short time later. The new candidate should assume his/her role in mid-September.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Yale Club"

(These documents should be in Word or PDF format)

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

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

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

Lead Search Executives:

Annette Whittley, Search Executive
annette@kkandw.com
561-827-1945 (M)

Lawrence McFadden, CMC, Search Executive
lawrence@kkandw.com
239-963-6888 (M)