

Director of Food and Beverage Services

The Chautauqua Hotel Company, Inc. has a current opening for the newly-created position of Director of Food and Beverage Services, reporting to the General Manager. The Athenaeum Hotel is a solely owned for-profit subsidiary of the Chautauqua Institution and is considered Chautauqua's premier lodging destination. The Director of Food and Beverage Services is responsible for the comprehensive development, implementation and day-to-day management of this multi-unit, highly diverse foodservice operation.

The Director of Food and Beverage Services is expected to positively affect the guest experience and increase employee education and knowledge by performing the following responsibilities:

- 1) Direct and oversee all menu development; and implements foodservice delivery within the Athenaeum Hotel and Hotel-managed locations on the grounds of Chautauqua Institution.
- 2) Develop and implement operation/production manuals, standard operating procedures for the Hotel and its ancillary seasonal businesses.
- 3) Manage expenses and effect profit goals as outlined in the foodservice locations operating plans/budgets while maximizing teamwork, reporting requirements and financial performance.
- 4) Oversee the food and beverage purchasing program within a multi-unit and seasonal structure; direct the process of data collection, analyses and reporting of data related to inventory controls and expenses.
- 5) Oversee and work closely with the hotel's dining room manager to effect the highest level of dining room service.
- 6) Oversee waste management and recycling.
- 7) Strive for efficiencies and continuous improvement.
- 8) Foster effective communication with all departments.

The successful candidate must have at least a Bachelor's Degree in hotel/restaurant management, business management and/or relevant certifications or education from a renown culinary institute with a minimum of five years experience managing and leading people in a multi-unit operation. Must also possess essential skills in hotel and/or food-service multi-unit operations, guest satisfaction, culinary arts, inventory management, and safety/sanitation, with proven ability to relate effectively with guests, employees, and service providers.

Please send cover letter and resume to:

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