

House Director

Department:	House Director	Reports To:	Chair / Board of Directors
Location:	Office	Direct Reports:	N/A
Salary Range:	N/A	Position Type:	Volunteer

Position Summary

The House Director is responsible for overall oversight and management of all food and beverage operations, including the kitchen, bar, catering services, and related staff and facilities. This role ensures efficient operations, fiscal responsibility, regulatory compliance, and a well-maintained environment for members and guests.

Key Responsibilities

General Responsibilities

- Assist the Commodore and Vice Commodore in the discharge of their duties;
- Assist the Commodore and Vice Commodore with the management of the club as outlined in the Bylaws;
- Uphold the Code of Conduct of Board members as set out in the Bylaws;
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike; Monitor House Director emails and address issues as they arise;
- Actively be involved in and promote SYC events, races and cruises and encourage other social and senior members to participate;
- Attend all Board meetings, and any other meetings called at SYC as required to fulfill responsibilities of the position;
- Participate in the annual strategic planning process and the annual budgeting process including development of budget for area of responsibility;
- Carry out such other duties as the Commodore and Vice Commodore may delegate from time to time; and
- Assist in the selection of a successor for the House Director role and provide incoming House Director with relevant transition information to assist with following year's activities.

Food and Beverage Oversight

- Supervise the Kitchen, bar manager and all related staff, ensuring the efficient and effective operation of bar and food services.
- Provide support and oversight for purchasing, delivery, inventory controls of food, beverages, and supplies, as well as staffing levels, wage recommendations, and participation in hiring and termination decisions as required.
- Work closely with the Board, Kitchen and Bar staff, and First Mates to establish club menus, food costs, selling prices, and to provide input and guidance for catered events and special functions.
- Coordinate with the Fleet Captain and First Mates to ensure all food and beverage requirements for club events are addressed, including menu planning, staffing needs, and service logistics.
- Collaborate with the Staff Captain to prepare an annual review of kitchen, bar, and patio equipment, including maintenance requirements, recommendations for repair or replacement,

and the development of annual equipment and operating budgets for Board review and approval, and presentation at the Annual General Meeting.

Financial and Administrative Responsibilities

- Collaborate with the Treasurer to maintain strong financial controls related to food and beverage operations, including monitoring costs, inventory management, cash-out procedures, and liquor control.
- Assist in the development of annual operating and capital budgets related to clubhouse, kitchen, and bar operations.
- Review financial performance of house operations and report to the Board as required.

Governance, Compliance, and Policy

- Ensure compliance with all applicable health, safety, building, and liquor regulations.
- Uphold and enforce Club policies, standards, and procedures related to house operations.
- Participate in the development, review, and interpretation of policies affecting clubhouse and food and beverage operations.

Qualifications

- Experience in food and beverage operations, hospitality management, or a related service industry, with working knowledge of kitchen and bar operations.
- Demonstrated ability to supervise staff and volunteers, including scheduling, performance oversight, and participation in hiring and staffing recommendations.
- Strong understanding of food costing, inventory control, and cash-handling procedures, including the ability to work with budgets and monitor expenses.
- Knowledge of liquor service regulations, responsible service practices, and health and safety standards applicable to food and beverage operations.
- Ability to work collaboratively with Board members, club staff, volunteers, and committees, maintaining a professional and respectful approach.
- Experience with event planning or catering operations, including menu planning and coordination for special events.
- Sound organizational and communication skills, with attention to detail and the ability to manage multiple priorities.

Work Environment & Schedule

- Primarily office-based within the clubhouse;
- Interaction with club members, leadership, staff, and outside vendors is routine;
- Attend:
 - Board meetings (1/month); and
- Social functions (1/month)

Version Number	Date	Modified By	Changes Made	Status (Approved, In Review, Finalized)
1.0	1-Feb-2026	Joanne Sproule	Creation	In Review
1.0	17-Feb-2026			Finalized