

MYLEE WALTERS

DIRECTOR OF FOOD AND BEVERAGE

Rochester, MN
SFT 100k Total

<http://www.linkedin.com/in/mylee-walters>

SKILLS

Staff scheduling and labor management

Understanding of dietary restrictions and allergens

Beverage inventory management and rotation

Food and beverage promotions and events planning

Food and beverage ordering systems

SUMMARY

Director Of Food And Beverage with (number of years) experience of (top 2-3 skills). Achieved (top achievement) Expert at (S1, S2) and (S3)

WORK EXPERIENCE

Acme Corp

January 2008 - January 2019

Director of Food and Beverage

- Developed protocols and standard operating procedures (SOPs) for various departmental processes, including payroll, accounting, and inventory management.
- Conducted a complete overhaul of the Monics system to ensure proper functionality and profitability.
- Ensured ongoing compliance with all local/FBI offerings, policies, and procedures.
- Designed a new menu that was both competitive with the Comp Set and cost effective.
- Enhanced service standards, resulting in increased local revenue and higher capture rates.
- Implemented a food-delivery program to cater to customer preferences.
- Optimized department operations to minimize labor and other expenses.
- Achieved compliance with brand standards through successful completion of all outstanding GFS audits.

Acme Corp

January 2023 - Present

Director of Food and Beverage

- Managed three outlets and banquet operations.
- Provided oversight for a staff of 125, including the Executive Chef and culinary department.
- Achieved total revenue of \$20.3 million.
- Successfully introduced a pop-up bar concept, resulting in an additional revenue of \$100,000 over a one-month period.
- Ranked within the top 10 in overall guest experience among CA Hotels in 2023.

Acme Corp

January 2020 - January 2022

Operation Director of Food and Beverage

- Provide oversight for four hotels, including menu planning, recipes, and the development of new food concepts.
- Lead and support restaurant operations, resulting in a 40% increase in guest satisfaction scores within the first six months.
- Take overall responsibility for restaurant operations, including hiring staff, managing food and beverage purchases, and ensuring proper training on food preparation, alcohol service, kitchen safety, and health standards.
- Maintain cleanliness in all food and beverage areas, adhering to company standards and legal regulations.
- promptly report guest feedback to management and take appropriate actions accordingly.
- Follow strict sanitation and food safety guidelines as required by regulatory agencies and company policies.
- Collaborate with the Manager to maintain optimal stock levels from the central distribution area and support the operational Food and Beverage team.
- Ensure strict compliance with all relevant hygiene and safety legislation and requirements.

EDUCATION

Ace University

August 2018 - May 2022

Director Of Food And Beverage

Acme Career Program

August 2022 - December 2022

Director Of Food And Beverage Specialty