

Shady Oaks Country Club

Dining Room Manager

Job description

Position Title: Dining Room Manager

Related Titles: Dining Room Supervisor, Restaurant Manager

Reports To: Primary: F&B Manager

Secondary: Executive Team, Executive Chef

Supervises: Dining Room Services, Reception, Hostess and Valet

Position Summary:

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food service. Supervise and train dining room staff. Manage within budgetary restraints. Develop and implement programs to increase revenues through repeat business and higher check averages

Position Characteristics:

- Responsible for management of dining room service in the main clubhouse in a manner most pleasing to members
- Maintain a high level of member contact throughout service hours
- Knowledge of and ability to perform required role during emergency situations.

As a manager positivity and a sense of urgency are a must. An up-beat attitude is necessary and a member-first mind state is mandatory. Keeping a clean and organized environment is a job requirement as it ensures an expedited and efficient delivery of product. Being able to multitask and make well thought out decisions is a must

Essential Job Functions

- Be the "face" of Shady Oaks by greeting member's and guest as they enter the clubhouse.
- May serve as club's opening and closing manager or manager on duty
- Able to lead staff through all service types (a la carte, buffet, etc.)
- Leads all event setup, service, and breakdown.
- Receives and resolves complaints concerning dining room service.
- Assists F&B manager with training and the supervision of dining room staff.

Complete job duties will be discussed during interview.

Salary/Compensation: The salary and compensation package will be discussed during interview. Relocation compensation is not an option.

Interested, qualified candidates should send a cover letter and resume to:

Clifford Jarvis

Clubhouse Manager Shady Oaks Country Club

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