



## **Assistant Dining Room Manager: Wellesley Country Club Wellesley, MA**

### **ASSISTANT DINING ROOM MANAGER AT WELLESLEY COUNTRY CLUB**

Wellesley Country Club, sixteen miles from downtown Boston in the beautiful town of Wellesley, MA is searching for an Assistant Dining Room Manager for one of the top private clubs in the Northeast.

### **ASSISTANT DINING ROOM MANAGER POSITION OVERVIEW**

The Assistant Dining Room Manager oversees the service for the Club's dining spaces including the Wellesley Room, Grille Room and patio. The manager also assists in the execution of club events that also take place in the a la carte spaces. Throughout these spaces, the manager assists in the implementation and execution of all service standards and processes in the dining operation. They are expected to be highly visible and interactive with members and staff. The Assistant Dining Room Manager will play a critical role in ensuring the accurate opening and closing of shifts. They will also take a leading role in training new employees and be expected to work independently and lead a team of hospitality professionals.

### **CANDIDATE QUALIFICATIONS**

- The Assistant Dining Room Manager ensures a high standard of appearance, hospitality, and service.
- Prior experience in restaurant management, staff scheduling, supervising, and training of food and beverage employees is required.
- Excellent communication skills.
- Has a positive attitude, is professional in nature with a high degree of integrity and can handle a fast-paced, high-energy environment among membership and staff.
- The Assistant Dining Room Manager must be enthusiastic, positive and a hands-on team player who is organized and reliable.
- Has an intuitive style resulting in a sincere and visibly engaged presence with members, guests, and staff.
- Detail-oriented, able to see things needing attention, operations, systems, and facilities expertise.
- Has an energetic and outgoing personality and can demonstrate excellent problem-solving skills.
- Is a passionate leader with strong credentials and work ethic, and a proven track record of providing premier-level hospitality services.
- Believes relationships are of great importance and is successful at finding solutions for all sides.
- Is a person who can motivate, develop, and share credit with their staff.

- The average work week for this position will vary between 40 – 50 hours a week with both slower and busier times of the year. Dining Rooms are closed for Food & Beverage in the month of February.
- The Assistant Dining Room Manager should expect to work nights and weekends as business requires.

#### **EDUCATION AND/OR EXPERIENCE**

- Two years or more working in hospitality as a manager. Club and Restaurant experience preferred.
- An understanding of JONAS POS systems and general computer experience is preferred.

#### **SALARY AND BENEFITS**

Salary is between \$65,000 - \$72,000 commensurate with qualifications and experience. Wellesley Country Club also offers a benefit package that is one of the best in the industry to include:

- Holiday Bonus
- Clothing Allowance
- Education Allowance
- Health Insurance
- Dental Insurance
- Vision Insurance
- FSA
- 401K plan with company match
- Term life insurance paid 100% by the Club
- Short-term and long-term disability paid 100% by the Club
- Vacation days
- Sick days
- Paid holidays
- Paid bereavement leave
- One complimentary meal per shift for all Clubhouse employees
- Employee golf privileges
- Complimentary parking
- Employee Discounts Golf, Tennis, Fitness Apparel

#### **INSTRUCTIONS ON HOW TO APPLY**

Please send your resume to Wellesley Country Club / Nick Constantinou, AGM at [nconstantinou@wellesleycc.com](mailto:nconstantinou@wellesleycc.com)

The Club provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin/ancestry, age, disability, genetic information, pregnancy or status as a military service member or veteran in accordance with applicable federal, state and local laws.