

## Dining Manager

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Nashawtuc Country Club is seeking an energetic, team-oriented individual who is looking to further their career in Hospitality. This individual will work closely with the Food & Beverage Director, overseeing the dining operations in various outlets around the Club. This is a great opportunity to get rounded experience in a Country Club setting.

### Key Responsibilities

- Be consistent, highly visible, sincere, and engaging with members and staff.
- Assist in management of a la carte dining areas such as the Grill and Snack Bar.
- Manage daily reservations and floor plans.
- Work closely with the Events team to plan and execute food and beverage events throughout the club.
- Assist with hiring, training, and performance evaluations of the service team.
- Perform opening and closing duties as required.
- Direct pre-shift meetings with service staff, ensuring they are familiar with daily menu and specials.
- Assist with beverage inventory and ordering of alcohol and non-alcoholic products.
- Update menus, wine list and cocktail menu regularly to reflect any changes.
- Invoice orders appropriately and in a timely fashion.
- Coordinate with Executive Chef and Sous Chef for weekly specials and relay the information to the service staff.
- Help maintain proper inventory of dining room items including; flatware, silverware, glassware and all small wares associated with dining room operations. Ensure proper storage and inventory of these items and re-order as necessary to maintain the proper par levels.
- Build and nurture strong relationships with members, actively seeking feedback and addressing member complaints.
- Assist in creating a team environment that focuses on staff productivity, proper service and Nashawtuc's standards.
- Monitor the quality and pace of service on the floor and assist where needed.
- Assure that local and state laws, and club policies and procedures for the service of alcohol beverages are consistently followed.
- Inspect that service staff are always in proper and clean uniforms.
- Serve as a liaison between the dining room and kitchen.
- Attend weekly BEO and staff meetings.

### **Candidate Qualifications**

- Minimum 2 years of progressive leadership and management experience in a private club or hospitality environment
- Possesses a warm personality, a sense of humor and the ability to work effectively with all levels of staff and members.
- Must have flexible availability and ability to work nights and weekends.
- Proficiency with computer applications including Microsoft, Excel, PDF and Outlook.
- Experience with Jonas is a plus.

### **Compensation and Benefits**

Salary \$60,000 +/- depending on qualifications and experience

Vacation and Paid Time Off

401K with employer match

Medical, Dental, and Vision Insurance

**Please send resumes, a cover letter and relevant experience to:**

Meghan Gossett, Clubhouse Manager

[mgossett@nashawtuc.com](mailto:mgossett@nashawtuc.com)