



Marshfield Country Club
515 Moraine St.
Marshfield, MA 02050

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Year-Round Position
Application Deadline: February 1st, 2023

At Marshfield Country Club, it's about golf and our golfing families, and we offer golf the way it's meant to be played. We are an 18 Hole Par 70 private facility in Marshfield, Massachusetts. The course features 6,295 yards of golf from the back tees for a par of 70. The course rating from the back tees is 70.8 and a slope rating of 131 along with 73.4 and 128 from the forward tees. Marshfield Country Club offers the premier golf experience in Southeastern Massachusetts, providing its members, their families, and guests with a superbly conditioned golf course and excellent layout, complemented by the highest level of personal services in the Golf shop and in the clubhouse.

AVAILABLE POSITION:
Dining Room Manager/Outside Function Manager

Related Titles: Restaurant Manager; Restaurant Supervisor (Director); Dining Room Supervisor; Service Manager; Restaurant Manager/Assistant Manager
Reports to: Food and Beverage Director
Supervises: Servers, Bussers, Bartenders

Classification:

Education and/or Experience

- High school diploma or GED required.
- A four-year college degree in Hospitality is preferred.
- Three years of dining room supervisory experience in private club.

Job Knowledge, Core Competencies and Expectations

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

Job Summary (Essential Functions)

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.

Job Tasks/Duties

- Designs floor plans according to reservations.
 - Plans dining room set-up based on anticipated guest counts and client needs.
 - Takes reservations, checks table reservation schedules and maintains reservations log.
 - Greets and seats members and guests.
 - Inspects dining room employees to ensure that they are in proper and clean uniforms at all times.
 - Hires, trains, supervises, schedules and evaluates dining room staff.
 - Produces daily or meal-period revenue analyses and other reports from point of sale (POS) systems used in the dining room.
 - Performs daily POS closeout and tip distribution requirements (if applicable). Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
 - Receives and resolves complaints concerning dining room service.
 - Serves as liaison between the dining room and kitchen staff.
 - Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
 - Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
 - Works with Kitchen Staff on new menus, implements new buttons in POS and advertises all menu changes and updates via the club's email software.
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- Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
 - Makes suggestions about improvements in dining room service procedures and layout.
 - Trains staff on all aspects of the POS system.
 - Develops and supervises the revenue control system.
 - Assures that the dining room and other club areas are secure at the end of the business day.
 - Maintains an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls and ensures that they are properly stored and accounted for.
 - Develops and maintains the dining room reservation system.
 - Develops and implements an ongoing marketing program to increase dining room business. Hires all entertainment for dining room and club functions.
 - Monitors dining room labor and supplies budget; adjusts achieve financial goals.
 - Utilizes computer to accurately charge members, create forecast and revenue reports and write correspondence.
 - Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and to control costs.
 - Attends scheduled staff meetings.
 - Plans operating budget for dining service responsibilities.
 - May serve as club's opening and closing manager or manager on duty.
 - Works with Executive Chef to update, review and print weekly/monthly menu changes.
 - Assists in developing wine lists and beverage promotions.

- Tracks wine sales.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Performs other appropriate assignments and projects as required by the Food and Beverage Director.
- Ensures all licenses for the restaurant are up to date.

Licenses and Special Permits

Alcoholic beverage certification.

Food safety certification.

Physical Demands and Work Environment:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.