



Dedham Country & Polo Club

Food & Beverage Restaurant Manager

Club Overview:

Family driven country club operating within suburbs of Boston. The Club offers an 18-Hole Seth Raynor golf course, outdoor and indoor tennis courts, recently renovated paddle tennis & pickle ball courts, swimming pool, cross-country skiing, trap shooting, locker rooms, and year-round dining venues updated in 2024.

Annual Revenue: \$14M | F&B Revenue: \$3.4M | Membership Revenue: \$8M

Family Memberships: 495 | Employees: 175 | Dining Venues: 6

Reports to: Food & Beverage Manager, Food & Beverage Director

Supervises: Service Staff

Essential Functions:

Responsible for the management of A La Carte and assisting Banquet service in the method most pleasing to members and their guests. A constant high standard of appearance, hospitality and service in personnel, dining rooms and function rooms is mandatory. Supervision and training of staff within budgetary restraints fall within the scope of responsibility.

Main Responsibilities

À La Carte Dining:

- Serve as opening/closing manager and manager-on-duty as scheduled.
- Maintain cleanliness, safety, and readiness of all clubhouse dining areas.
- Lead daily service operations, including team briefings, staff support, and dining room setup.
- Ensure communication between front- and back-of-house teams.
- Address member concerns and uphold service standards.
- Oversee POS updates, weekly menu rollouts, and reservation system.
- Manage inventory, side work, uniforms, and beverage orders.
- Monitor and report on sales trends, staff hours, and labor reports.
- Hire, train, schedule, and evaluate dining room staff.
- Develop and maintain SOPs, training materials, and staff contact information.
- Support budgeting, cost control, and ongoing operational improvements.

Banquets & Events:

- Coordinate with the Event Manager to execute private and Club events.
- Translate BEOs into floorplans, setup lists, and service materials.
- Oversee event setup, execution, staffing, and breakdown.
- Assist with recurring event series and linen/event inventory organization.
- Conduct post-event evaluations and maintain event documentation.
- Train and support banquet staff; assist in all event service positions as needed.
- Participate in staff meetings and support Club-wide communication and maintenance efforts.

Candidate Qualifications:

Work Experience Prefer a minimum of 2 years F&B management experience with a proven track record of Member service and satisfaction. Private Club and Jonas experience are a plus. Tips Certification required within 90 days.

Education Bachelor's degree from an accredited institution preferred.

Compensation Salary based on experience, \$60-\$70K with room to grow.

Other Benefits Medical, Dental & Vision Insurance, Cell Phone & Clothing Reimbursements, 401(k) Retirement Plan, Staff Meals Twice Daily, Free Parking, Golf Privileges, Continued Industry Education

Position Available Immediately

Contact: Amanda Gallant, Food & Beverage Director | agallant@dedhamclub.org