



SACCONNESSET GOLF CLUB

Assistant Front of House Manager

Sacconnesset Golf Club is a premier private golf club located in Falmouth, Massachusetts on Cape Cod only one hour from Boston and 45 minutes from Providence.

Sacconnesset is a modern, fun, first-class venue seeking an Assistant to Front of House Manager to help lead the Sacconnesset Grille team, as well as help coordinate club-sponsored and private member events. This position requires excellent communication and team leadership skills along with the ability to work in a fast-paced environment. Critical to this role is the ability to help train and oversee the restaurant and bar staff.

This position reports directly to the Front of House Manager and will help oversee a seasonal staff of approximately 30. Our hospitality areas include a 60-seat restaurant, 62-seat bar & lounge and 80-seat al fresco patio, plus several small function spaces. The Assistant to the Front of House Manager is expected to be personable, have an excellent eye for detail, the ability to multitask, and will genuinely enjoy engaging with the membership. Experience that includes both A la carte restaurant management and a private club is highly desirable

Essential Job Responsibilities:

1. Have an "On the floor presence" to maintain contact and rapport with members, delivering maximum satisfaction
2. Assure the highest standard of hospitality, service and appearance throughout the department
3. Assist with the management of reservations, personnel scheduling and room set-up based upon anticipated guest count and member needs
4. Assist with the training, education and carefully supervise all front of the house staff to deliver best in class service.
5. Ensure that all restaurant staff are in proper, clean uniforms at all times
6. In the Absence of the Manager: Receive and handle feedback concerning food, beverage, and service.
7. Ensure that all side work is completed properly and timely, including the cleaning of equipment and work areas
8. Direct pre-meal with service personnel to relay any menu information
9. Jonas POS system and updates
10. Key to the team in the implementation of, and building, a culture of service excellence with ongoing training and team-building
11. Assist with weekly liquor ordering to ensure par levels are kept full.

Position available immediately.

Contact: Send cover letter and resume to jpilja@sacconnessetgolf.com or (508)457-7200 ext. 110