



**WOLLASTON GOLF CLUB**  
1895

## ***Assistant Dining Supervisor***

### **FACILITIES DESCRIPTION:**

Founded in 1895, Wollaston Golf Club is a private, member-owned, full service country club located in Milton, Massachusetts. Wollaston features dining facilities and function rooms, an 18-hole golf course, swimming pool complex, golf simulators and four outdoor tennis courts. The Club is open year-round with both member and non-member dining and events. Dining spaces include an adult grille room, family dining room, outdoor dining, poolside resort service, and a function room.

### **JOB SUMMARY:**

The Assistant Dining Supervisor reports directly to the Food and Beverage managers and is responsible for assisting to execute the day to day Food and Beverage (F&B) operations. This hands-on, highly visible position will include working with other F&B management staff to ensure a high level of service to our membership. The candidate should have a flexible schedule commensurate with the Club's flow of business, needs and requirements, including some holidays and weekends. This is a seasonal position that would begin as soon as April and would have the potential for employment until October.

### **CANDIDATE QUALIFICATIONS:**

- Excellent interpersonal and communication skills. He or she must be able to professionally and effectively interact with the management team, other department heads, employees, vendors, members and guests
- Exceptional organizational skills, confidence and a polished, professional appearance
- A passion for excellence in member satisfaction
- Have a passion for F&B service and standards
- Exhibit a strong sense of urgency and be task oriented and goal driven
- A degree in hospitality is preferred but not required. Relevant experience will be considered in lieu of a degree
- Willing to learn and improve essential management skills
- Technical literacy including the use of Outlook, Excel, Word, Publisher and Clubessential point of sale (POS) systems

### **JOB DUTIES:**

- Lead by example and support a harmonious, team-oriented working environment
- Ensure a high level of service and consistency throughout the F&B operation
- Able to handle all opening and closing procedures, including end of day reports
- Anticipate and react to members' needs
- Maintain and update POS system with menu changes and daily specials
- Assist in the training and development of all FOH staff
- Coordinate daily pre-meal meetings with staff
- Manage floor plans and flow of service
- Greet and/or seat our members as they enter our dining rooms
- Assist staff as needed to maintain a smooth execution of service
- Ensure all side work is assigned and completed accurately
- Report feedback and member comments back to management team
- Other duties as required

### **COMPENSATION:**

Commensurate with qualifications and experience

#### **Reports to:**

Food and Beverage Managers

#### **Supervises:**

Front of House Staff

**Please send your resume accompanied by a cover letter to:** [james@wollastongc.org](mailto:james@wollastongc.org)

**No phone calls, please.**