



## Union Club of Boston

The Union Club of Boston, a traditional private member owned city club with a rich history, known for providing its members with an outstanding social culture of camaraderie and congeniality. Founded in 1863, presiding in two private homes on Beacon Hill at Seven and Eight Park Street. A la carte dining in our Red Room overlooking Boston Common, Everett Bar and Granary for beverages and light fare, ten private dining rooms, seventeen overnight guest rooms and an extensive member event calendar.

**Position:** Assistant Food & Beverage Manager

**Reports to:** Assistant Manager and General Manager

### **Job Summary:**

The Union Club of Boston. is seeking an individual to join our team. This position will be focused on banquets, but will also shadow the various department managers and learn different aspects of the club business, from formal dining execution, event management, membership sales to front of the house administration. This is an opportunity to grow your knowledge and become a truly well-rounded hospitality professional. This position is full time, year-round with benefits, primarily Monday through Friday.

**Job duties/Tasks:** Manage the work of others which includes, assisting the Assistant Manager with recruiting, hiring, training and scheduling of the Food & Beverage staff. Supervise the service staff on the floor during all meal periods, ensuring food and service standards are maintained while training and coaching staff. Resolve any member/guest complaints immediately and professionally. Communicate all service issues to Assistant Manager and Chef. Ensure employees are properly in uniform with name tags, and that uniforms are kept in proper condition, clean and are always readily available to employees. Set-up and break-down banquet tables, chairs, head tables, display tables, theme decorations and other equipment, as requested per Banquet Event Order. Ensure the cleanliness and proper set up of dining room.

**Qualifications:** Four-year college degree or equivalent experience. Experience in fine dining or a club setting is highly preferred.

Must be familiar with a variety of food and beverage concepts, practices, and procedures. Thorough knowledge of general business administration practices, sanitation guidelines and state liquor laws as applied to food and beverage service operational practices and procedures as would be acquired through five years of similar experience in progressively responsible positions. Prior supervisory experience required.

**Required Experience:**

- Must be motivated, and demonstrate exceptional customer service and interpersonal skills.
- Must have good communications skills and a dynamic, outgoing personality.
- Previous banquet experience and fine dining.
- Must be team oriented.
- Experienced in Microsoft Office Suite.
- Knowledge of Jonas a plus.
- Good organizational and follow-through skills.
- Ability to demonstrate proper wine service.
- Able to work flexible schedule.

*Interested candidates please email resume to Meredith Waites, General Manager at [mwaites@unionclub.org](mailto:mwaites@unionclub.org).*