



SERVICE & EVENTS MANAGER POSITION

THE MYOPIA FACILITIES:

Myopia Hunt Club is a fully private, historic, and first-class country club experience for all members and their guests. Club members enjoy seven Har Tru tennis courts, a pool facility with a snack bar, six lane lap pool and baby pool. They regularly play golf on a course designed by Herbert C. Leeds and consistently ranked a top one hundred course in the country. We offer a true equestrian experience with plenty of room for members horses and the hound dogs to enjoy foxhunting. The food and beverage department includes the Main Clubhouse with four full-service formal dining rooms, large full-service outdoor dining space, 150-person function room, six overnight guest rooms and multiple sitting rooms. The Lower Clubhouse is a full-service casual atmosphere with seventy seats, two squash courts and four paddle tennis courts. The club is open twelve months a year.

THE CANDIDATE:

An exceptional opportunity exists for a candidate with a successful track record of accomplishment, leadership, and high-quality operations management experience in private clubs, hotels, high-end restaurants, or resorts. The successful candidate will be an integral and critical part of a high-performing team at this thriving Club.

The initial focus of the role is training and delivering an exceptional Food and Beverage experience, which is of primary importance to the social fabric and culture of the Club. The ability to be consistently organized, innovative, service focused and reliable is the critical skill set required for success in this position. Also important is the ability to intuitively embrace the need to be visible and highly interactive with members and staff; leadership in this area begins and ends with approachability and accessibility. The candidate should expect to be available based on business levels including holidays and weekends.

THE OPPORTUNITY:

The Service & Events Manager is expected to always maintain a polished and professional appearance. It is anticipated that they will be on the floor during ala carte and/or event operations, ensuring the service team provides the expected member experience. This position will be the lead on setting up and executing events with the support of the Assistant Manager. They will develop an awareness of the “club culture” and are responsible for disseminating hospitality, friendliness, and goodwill among members, guests, and staff. Their goal is always to help members and guests enjoy the facilities and events of the Club. The Service & Events Manager will report directly to the Assistant Club Manager.

THE POSITION:

Key Job Tasks/Duties

- *Designs floor plans according to daily reservations.*
- *Plans dining room set-up based on anticipated member counts and member needs.*
- *Inspects dining room employees to ensure that they are always in proper and clean uniform.*
- *Trains, supervises, and evaluates dining room staff.*
- *Serves as liaison between the dining rooms 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.*
- *Will be assigned to table service pending levels of business.*
- *Serve as club's opening and closing manager or manager on duty according to management schedule.*
- *Assures that the dining room and other club areas are secure at the end of the business day.*
- *Set up and manage events as needed.*



Key Job Tasks/Duties (continued)

- *Assist the Assistant Club Manager with ordering of beverage inventory and monthly inventory.*
- *Assists in developing wine lists and cocktail menus.*
- *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.*
- *Maintains an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and China, salt and pepper holders, sugar bowls and linen and ensures that they are properly stored and accounted for.*
- *Attends scheduled staff meetings.*
- *Performs other appropriate assignments and projects as required by the Assistant Club Manager*

THE QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree from a four-year college or university; Hospitality Management major preferred.
- One or more years of related club restaurant supervisory experience.
- Substantial private Club or hospitality industry training experience.

THE COMPENSATION:

Open and commensurate with qualifications and experience. The Myopia Hunt Club offers competitive compensation and health insurance.

HOW TO APPLY:

Please email all cover letters and resumes to: Sean Green, Assistant Club Manager, sgreen@myopiahc.org.

Thank you to all that are interested. Emails without both cover letter and resume will not be considered.