



Cohasset Golf Club

DINING ROOM MANAGER JOB DESCRIPTION

JOB SUMMARY

Manage the service of members and guests in the dining room. Supervise dining room staff: maintain order and cleanliness; assure that member satisfaction standards are consistently attained.

DINING ROOM MANAGER JOB DUTIES

- Receives and greets members and guests
- Suggests and describes available appetizers, entrees, desserts, alcoholic beverages and wines to members and guests
- Coordinate's food service between kitchen and service staff
- Inspects all linens daily for proper appearance
- Maintains all silver and service ware items
- Resolves member/guest complaints and reports to Clubhouse Manager and Event Coordinator
- Assures that all safety, accident and emergency policies and procedures are in place and consistently followed
- Assures that revenue control procedures are continually followed
- Helps train, supervise and evaluate service staff
- Inspects dining room to ensure proper maintenance, cleanliness and safety
- Provides layout and design of floorplans for a la carte service to applicable managers
- Assures that pre-opening cleaning tasks are assigned and completed as required
- Manages the guest reservation system
- Assists with serve of food and beverages in outlets and for special functions when needed
- Assists with table clearing and resetting as needed
- Enforces established rules, regulations and policies
- May serve as opening and closing manager and/or MOD
- Assists in dining room inventory assessments
- Completes all end of shift reports sent to all FOH managers

CANDIDATE QUALIFICATIONS

- Excellent interpersonal, oral, and written communication skills.
- Must be able to interact with the Management team professionally and effectively, other department heads, employees, vendors, members, and guests.
- Exceptional organizational skills.
- A polished & professional appearance at all times.
- Keen attention to detail.

- A degree in Hospitality field preferred but not required, relevant experience will be considered in lieu of a degree.
- Technical literacy including use of Outlook, Excel, Word and point of sale systems.

COMPENSATION

This is a salaried, year-round position that requires a flexible schedule with availability to work nights, weekends, and holidays. Benefits include health, dental and life insurance, 401k plan after one year, Christmas bonus, potential year-end bonus, paid vacation and professional development allowance. Salary is highly competitive and based on experience.

Reports to: Clubhouse Manager and General Manager

Supervises: Front of House Staff

Please send cover letter and resume to jbolger@cohassetgc.org