



## Dining Room Supervisor

Essex County Club is a top 100 club in the United States featuring a Donald Ross designed eighteen-hole golf course, grass, and clay tennis courts, pickleball, paddleball and a full-size swimming pool. All these amenities are located on 180 acres in Manchester-by-the-Sea, Massachusetts.

ECC is seeking an energetic, team-oriented individual who is looking to build a career in hospitality and club management. The right candidate will work closely with the Food and Beverage Manager to oversee all dining and event operations in various outlets of the club. This is an entry level position with great opportunities to grow and gain leadership experience in the food and beverage industry.

### Essential Functions:

- Be consistent, highly visible, sincere, and engaging with all members and staff.
- Assist in the training, coaching and development of the front of house team. Focus on pride of ownership and empowering staff to build strong connections with the membership.
- Manage daily a la carte restaurant operations, with focus on Snack Bar and Upper Deck restaurant operations during peak season.
- Assist with monthly inventory and product management.
- Use strong emotional intelligence to manage and mediate conflicts, concerns, or complaints.
- Assist with the setup, execution, and breakdown of events.
- Perform opening and closing duties as required with attention to detail, cleanliness, and safety.
- Maintain high quality services and standards in accordance with club policies.

This Job Description will evolve over time, and some above responsibilities may change as the Manager sees fit.

### Qualifications:

- Minimum 2 years of experience in the hospitality industry. Private club experience is preferred and highly beneficial.
- Possesses a warm personality, a sense of humor and the ability to work effectively with all levels of staff and members.
- Ability to lead a team and motivate others.
- Polished verbal and written communication skills.
- Must have flexible availability and ability to work nights and weekends.
- Proficiency with computer applications including Microsoft, Excel, PDF and Outlook. Experience with Jonas is a plus.
- Capable of carrying and lifting 40lbs. Ability to move throughout the business (standing, walking, kneeling, bending) for extended periods.

### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Salary: Based on experience.

Please email resume and cover letters to [kbush@essexcc.org](mailto:kbush@essexcc.org)

