

Front of House Manager – Member Dining

Reports to: Director of Food & Beverage/General Manager

Scope & General Purpose:

The Member Dining Manager is a highly visible leader responsible for day-to-day operations of a la carte dining in the dining rooms and outlets, such as the pool and snack bar. This position will hire, train, schedule, supervise and direct all hosts, bus staff, wait staff and bartenders during service. This position calls for a solid background in food service and hospitality, specializing in a la carte dining and small events.

Key Responsibilities:

- Perform opening and closing duties as required.
 - Accurately prepares daily summary of service as required.
 - Manage daily reservations, menus, floor plans and staff sections.
 - Work closely with the Banquet & Events team to support events throughout the club.
 - Direct pre-shift meetings with service staff ensuring they are familiar with member preferences and menus, specials, wines and beverages.
 - Provide oversight of beverage ordering, receiving and inventory.
 - Work within a determined pricing structure to meet budgetary needs.
 - Update menus, wine lists, cocktail menus frequently as needed.
 - Maintain proper inventory of dining room items including flatware, glassware, small wares.
 - Monitor quality and pace of service and assist as needed.
 - Assure that local and state laws and club policies and procedures are followed.
 - Ensure that the staff are on time and dressed properly.
 - Train and support staff to provide excellent member service.
 - Inspect and approve weekly payroll report.
 - Serve as a liaison between kitchen and dining areas.
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- Attending weekly BEO and managers' meetings.
 - Participates in planning Club Member Events
 - Works cohesively and supports other departments as part of a team.
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- Minimum years of experience – 5-years in restaurant or club management
 - Bachelor's degree in hospitality or business preferred
 - ServeSafe Certification required-
 - Proficiency with computer applications
 - POS Jonas experience preferred

Please send resume to Caren Colombi ccolombi@warwickcc.com