



Food & Beverage Manager - Union Club of Boston

Position Overview

The Union Club of Boston is seeking a team-oriented individual who is looking to further their career while working in a private city club with a dedicated team. This individual will work closely with the Clubhouse Manager in overseeing the food and beverage operations throughout the club as well as assisting in other operational aspects of the clubhouse. This is a great opportunity to get rounded experience in a private city club setting.

About The Union Club of Boston

The Union Club of Boston is a traditional, private city club that was founded in 1863. This member owned club presides in two private homes on Beacon Hill at Seven and Eight Park Street. The club offers a la carte dining in our Red Room overlooking the Boston Common, beverages and light fare in the Everett Bar and Granary Room, nine private dining rooms for events, eighteen overnight guest rooms and an extensive member event calendar. The club is open 24/7 for our overnight guest rooms and typically five days a week for food and beverage service, with an occasional weekend event.

Duties & Responsibilities

- Manage front of the house food and beverage team in functions and a la carte.
- Assist with hiring, training, and performance evaluation of the service team.
- Assist with the effective training and development of all new staff members.
- Assist with beverage inventory, ordering, updating menus, wine list and cocktail menu.
- Ensure staff completion of daily checklists for opening and closing procedures.
- Coordinate timing with Executive Chef to ensure events are serviced to the highest level of satisfaction.
- Perform opening and closing duties as required in the clubhouse.
- Perform other duties as appropriate within the clubhouse.
- Engage in a thoughtful, professional manner with members and staff throughout the clubhouse.

Education and Experience

- Four-year degree in a Hospitality Management related field is preferred.
- Three to five years of hospitality experience in food and beverage management in a private club, hotel, resort, or restaurant setting.
- Jonas experience a plus.

Compensation

- Salary is commensurate with qualifications and experience.

Benefits

- Medical insurance 90% covered for individual
- Vacation/Sick/Holiday pay
- 401K with employer match
- Bonus program
- Travel allowance
- Cell phone allowance

Contact Information: Please send cover letter and resume to:

Ryan Oshima

Clubhouse Manager

Union Club of Boston

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