



Located in a seaside community on Boston's North Shore, Essex County Club was founded in 1893 and is one of the oldest private clubs in the United States. With approximately 550 members, the club offers a wide range of amenities. In addition to its renowned golf course, Essex features a highly active year-round racquets program, a swimming pool with a snack bar, formal and casual dining with 90 seats, a veranda banquet space that can seat 200 and eight overnight sleeping rooms. The club boasts 11 grass tennis courts, 10 Har-Tru courts, three paddle courts, and three pickleball courts. The course is typically open from mid-April to late November, with around 20,000 rounds played annually. Essex is a family-oriented club with an active golf & Racquets membership that caters to players of all skill levels.

Essex is consistently ranked among the top five courses in Massachusetts and was recently ranked #65 in Golf Magazine's 2024 list of America's Top 100 Courses. Over the years, the club has built a rich history of hosting regional and national tournaments. Most notably, Essex hosted the 2010 Curtis Cup, the biennial women's amateur competition between the United States and Great Britain & Ireland. The club also hosted the 2023 Massachusetts State Amateur Championship and the 2020 Women's Amateur Championship.

Looking ahead, Essex is preparing a master plan that includes significant campus-wide upgrades to further enhance the club's facilities including our kitchen, casual dining and back of house spaces.

**Position Overview:** The Dining Room Manager is responsible for managing a la carte services, ensuring a high standard of service, hospitality, and appearance. The role emphasizes hands-on involvement in operations, supervising staff, training, and maintaining consistency in delivering exceptional dining experiences. This is an entry-level management role focused on developing expertise in the food and beverage industry within a private club environment.

**Key Responsibilities:**

**1. Operational Management:**

- Oversee a la carte services, ensuring smooth operations and exceptional guest experiences.
- Act as the liaison between the front and back of house, maintaining open communication.

- Manage dining room setup, cleanliness, safety, and adherence to club standards and policies.
- 2. **Staff Supervision and Training:**
  - Hire, train, and evaluate service staff; create and update training materials and manuals.
  - Conduct pre-meal meetings and uphold service standards.
  - Ensure adherence to federal, state, and club regulations for health, safety, and service.
  - Monitor employee dress codes and maintain high standards of appearance and hygiene.
- 3. **Guest Relations:**
  - Address and resolve complaints regarding food, beverage, and service.
  - Ensure personalized service by encouraging staff to recognize and address members by name.
- 4. **Administrative Duties:**
  - Manage point-of-sale systems, reservations, and menu updates.
  - Maintain regular communication with the facilities team regarding clubhouse maintenance.
  - Perform Daily Opening and/or Closing manager tasks (Checking Member Chits, Staff Side work etc.)

### **Candidate Qualifications:**

- Proven experience in high-end food and beverage operations, preferably in private clubs.
- Strong leadership, communication, and organizational skills.
- Knowledge of service standards, wine, and beverage service.
- Progressive management experience in high-volume, high-end clubs or similar environments.
- Strong organizational, interpersonal, and communication skills.

Please Respond to

James Small

Assistant Food & Beverage Manager

E:jsmall@essexcc.org P:1978-526-7311