

## **Ansley Golf Club Dining Room Manager**



Ansley Golf Club is considered the most family oriented, friendly, and fun private country club in Atlanta. Ansley members enjoy two first-rate clubhouses with fine and casual dining accommodations, full service catering and banquet facilities, an Olympic-size swimming facility, world-class clay tennis courts, a full fitness center with personal trainers and classroom programs, youth programs, and twenty-seven holes of unique and demanding golf at the Midtown and Settindown locations that are highly regarded and sought after in the world of southern golf.

**FLSA Status:** Non-Exempt

### **Job Summary**

The Dining Room Manager is responsible for all member dining services including but not limited to The 1912 Grille and the Ansley Room. The Dining Room Manager works closely with the Food and Beverage Director and Assistant Club Manager to ensure membership expectations are exceeded in regards to our dining operation.

### **Job Tasks (Duties)**

- Exhibits a “Passion for Service” towards all Members, Employees, Guests and Vendors while overseeing club operations on a daily basis
- Works closely with the Food and Beverage Director to ensure that forecasting and budgetary goals are achieved.
- Is responsible for staff levels and service quality in The Ansley Room and 1912 Grille.
- Schedules and receives time off requests for direct reports.
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
- Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors.
- Ensures dining room shifts operate effectively and efficiently
- Maintains contact with members and helps to assure maximum member satisfaction.
- Participates in on-going facility inspections throughout the club to assure that cleanliness, safety and other standards are consistently attained.
- Develops consistent training standards and programs to ensure highest levels of service are achieved.
- Has knowledge on beer and wine and ability to train staff

- Handles member and guest complaints in a positive and professional manner while following club guidelines.
- Acts as Manager on Duty/Closing Manager in absence of Assistant Club Manager and Food and Beverage Director.
- Attends management and staff meetings as scheduled.
- Completes other duties as assigned.

### **Qualifications**

- College degree preferred or equivalent work experience in the Hospitality field.
- At least two years supervisory experience in the field.
- Must have strong leadership skills.
- Must be able to manage time wisely.
- Must be well organized, with a focus on attention to detail
- Must be computer literate with proficiency in Microsoft programs such as Word and Excel.
- Must have the ability to work as a team member.
- Entry level wine and beer knowledge

### **Physical Requirements**

- Frequent walking and standing.
- Occasional bending, stooping, and reaching.
- Must be able to lift up to 35 lbs.
- Must be able to work in an outdoor environment during seasonal functions.

### **Position Classification and Expected Hours of Work**

This is a full-time position. The assigned hours to this position vary each week according to scheduled functions, but include working on holidays and weekends.

**Compensation/Pay Scale:** Competitive, Hourly

**Reports to:** Food and Beverage Director

**Manages and Supervises:** Dining Room Staff

To apply, please send resume and cover letter to: [kbaxter@ansleygc.org](mailto:kbaxter@ansleygc.org)

Ansley Golf Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.