



## Augusta Country Club Job Description

**Job Title:** Director of Member Dining  
**Department:** Restaurant  
**Areas:** All Member Dining Areas  
**Reports To:** Assistant General Manager  
**Status:** Full time; Salary Exempt

Augusta Country Club is the first established golf club in Augusta which had its beginnings documentary wise in 1899. It actually began a few years earlier and certainly has its place among the very early golf clubs in America. This magnificent facility has gone through many recent renovations to assure that its members have one of the most beautiful places in Augusta to celebrate family and business gatherings. The Director of Member Dining will have the privilege of working in a newly remodeled restaurant with current technology to ensure his/her success. Augusta Country Club also serves as a major hub for many Masters' guests from around the world.

### **Position Summary:**

Oversee the service experience for the restaurants ensuring the highest quality standards and services for our members. Ensures timeliness of food service. Supervise and train dining room staff. Manage within budgetary restraints. Develop and implement programs to increase revenues through repeat business and higher check averages.

**Position Duties and Responsibilities:** Other duties may be assigned.

- Serve as the "Face" of the Titleholders Restaurant by greeting and seating members and guests
- Designs floor plan according to reservations
- Inspects dining room employees to ensure they are in proper uniform
- Conducts daily line-ups with staff
- Hires, trains, supervises, schedules and evaluates all dining staff
- Confirms and approves department time, attendance, and hours worked weekly for payroll
- Provides appropriate reports concerning employee hours, schedules, payrates, job changes, etc.
- Serves as a liaison between dining rooms and kitchen staff
- May serve as the club's opening and closing manager or manager on duty
- Works with executive chef and AGM to update, review, and print weekly menu changes
- Under the direction of the AGM, implements ongoing training with dining staff
- Communicate and enforce employer policies as stated in the employee handbook
- Addresses member and guest concerns and advises the GM and AGM about appropriate corrective actions taken

### **Benefits:**

- Employer paid health coverage
- Employer paid dental
- Employer paid life insurance plan
- Paid vacation and sick plan
- Short/Long term insurance
- Additional supplementary packages offered
- 401k and profit-sharing plan
- CMAA or other professional education equivalent
- Masters, holiday, and year-end bonus
- Compensation commensurate with skills and experience. This is a key position in the operation and base salary will reflect that.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree (B.A/B.S) or equivalent from four-year college; with minimal 3-5 years related experience and/or training; or equivalent combination of education and experience. College degree is preferred. High end hotel/resort, restaurant or private club experience required.

**Computer Skills:**

Basic Computer skills needed. Experience in Point of Sale required. NorthStar experience preferred.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision and Ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather) and work near moving mechanical parts.

The noise level in the work environment is usually moderate.

**Please submit thoughtful cover letter explaining why you believe this opportunity is the right fit for you. If you would be relocating to the Augusta area, please explain why this would be the right move for you at this stage of your career.**

**Cover letter and resume should be sent to:**

Andrew M. Orbison  
Assistant General Manager  
Augusta Country Club  
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