

Capital City Club Dining Room Manager

Capital City Club

Capital City Club is looking to hire an enthusiastic, self-motivated, and team-focused individual as a Dining Room Manager in our Brookhaven Location. The Position includes Full-time hours, health vision, life, dental insurance, 401(k) with a company match, hot meal, dry cleaning, and uniform allowances. This position is high volume. Great cross-training opportunities and integration into all food and beverage departments. The perfect individual for this position possesses a professional appearance and demeanor, intuitive food and beverage service knowledge, a proper understanding of menu items, culinary terms, and base knowledge of beer, wine, and spirits.

Job Summary

Responsible for food and beverage services in the assigned dining room while creating memorable dining experiences for all members and guests. Maintains an environment of continuous improvements with goals of service, team growth, and increased service levels.

Key Responsibilities

- Hires, trains, supervise, and schedule all food and beverage employees within the area of responsibility
- Monitors employee dress codes according to policies and procedures.
- Assist with the implementation of marketing and sales promotion activities for the F&B department
- Conducts daily planning meetings with the kitchen and service staff.
- Ensures that all employee service areas are maintained as specified by health regulations and OSHA standards
- Ensures that all legal requirements are consistently adhered to including wages, hours, and federal, state, and/or local laws about serving alcoholic beverages.
- Assists in developing wine lists and beverage promotions
- Maintain high visibility by greeting members and staff daily
- Assists in planning and implementing procedures for special club and banquet functions
- Maintains appearance, upkeep, and cleanliness of all F&B equipment and facilities.
- Audits and approves weekly food and beverage payroll
- Conducts monthly inventories of china, glass, and silver with the Receiving Agent.
- Maintain sanitation and cleaning schedules for equipment and furniture
- Maintain active involvement in professional organizations and continuing education in food related classes
- Other duties as assigned

Qualifications

- Ability to supervise, motivate, and coach employees
- Minimum of 2 years of Private Club, Restaurant or Hotel Supervisory Experience
- Minimum 4 years of previous experience in fine dining and beverage operations
- 4-year degree in hospitality preferred
- ServSafe and TIPS certification preferred
- Ability to lift 50 pounds and be on feet for long periods
- Maintain current certifications in CPR/AED