

Description:

Capital City Club Brookhaven is an exclusive, private club located in Buckhead and is one of three clubs available to our membership. The Brookhaven club offers our membership the use of five dining areas, world class tennis, golf, and recreational facilities. Each dining facility is supported by a talented kitchen staff and dining room staff with tremendous longevity. We currently have an opportunity for an experienced dining room manager to join our team.

Our goal is to exceed our member's expectations each and every time they enter our club. Qualified applicants will have previous supervisory experience in a restaurant, high-end hotel or private club and a desire to lead and motivate a team daily to perform at the highest service level.

WHAT YOU WILL BE DOING

1. Schedules staff based upon anticipated covers for each shift.
2. Hires, trains, supervises, and evaluates dining room staff.
3. Receives and resolves complaints concerning food, beverage, and service.
4. Serves as a liaison between the dining room staff and kitchen staff.
5. Assures that all side work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
6. Conducts pre-meal meetings with staff to go over daily specials and address problems.
7. Make suggestions about improvements in dining room service, including hours of operation, staffing levels, special promotions, etc.
8. Assists in producing yearly budget for the department.
9. Attends scheduled staff meetings.

WHAT WILL BE REQUIRED OF YOU

1. Minimum 2 years supervisory experience in a private club or fine dining restaurant.
2. Must be able to effectively direct, coach, and motivate personnel, must be extremely fair, courteous, patient, and tactful.
3. Ability to interact with members and guest professionally and effectively.
4. Ability to operate and navigate through POS systems and Microsoft Office software

WHAT WE WILL PROVIDE YOU

1. Competitive wage based on experience salary ranging from \$40-\$50,000 annualized.
2. Eligible for yearend bonus.
3. Complimentary meals during shift.
4. Excellent medical insurance.
5. Retirement plan with % match.
6. Supportive environment for professional growth.

**Please send resumes to Jose Antunez: [jantunez@capitalcityclub.org](mailto:jantunez@capitalcityclub.org)**