



# Restaurant Services Manager

**Club:**

Currahee Club

**City/State:**

Toccoa, GA

**Position:**

Restaurant Services Manager

**Facilities:**

Tucked away in the mountains and removed from the chaos of city life, Currahee Club is a mountain-lake retreat nestled in the foothills of the Appalachian Mountains that offers both a place to lose yourself and find yourself. A place to take your family away and to bring them together. With a year-round Jim Fazio-designed golf course, pristine lakefront setting, unparalleled amenities and activities for the entire family, Currahee Club is your escape to an idyllic life where you can create memories for generations to come.

**Job Summary:**

This position is primarily responsible for managing the front of house operations, assuring a high standard of appearance, hospitality, and service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Hires, trains, schedules and evaluates dining room staff. Ensures proper staffing, scheduling and training for maximum productivity and high standards of quality.
- Confirms time, attendance and hours worked and approves weekly departmental payroll in Time Clock prior to submitting it to the Accounting Office.
- Provides appropriate paperwork concerning new hires, employee hours, schedules, pay rates, job changes to the HR Office.
- Trains staff on all aspects of the POS system.
- Inspects dining room employees to ensure that they are in proper and clean uniforms at all times.
- Directs pre-meal meetings with dining room staff, relays pertinent information such as reservations, menu changes and special member requests.
- May serve as club's opening and closing manager or manager on duty assuring that the dining room and other club areas are secure at the end of the business day.
- Plans dining room set-up based on anticipated guest counts and member needs.

- Greets and seats members and guests.
- Ensure timeliness of food service.
- Serves as liaison between the dining room and kitchen staff.
- Orders liquor, beer, wine, linen products and other items as needed.
- Maintains Point of Sale (POS) including special priced items.
- Performs event coordination and Banquet Event Order (BEO) creation as requested.
- Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Monitors and maintains the china, glass, silverware and linen inventory.
- Assists in monitoring the budget and directing corrective action procedures as necessary to help assure that budget goals are attained.
- Works with Executive Chef to update, review and print weekly menu changes.
- Assists in planning and implementing procedures for special club events and banquet functions.
- Assists in developing wine lists and beverage promotions.
- Assists in monthly inventories, pricing, cost controls and requisitioning for liquor, beer, wine and beverages.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Maintains local health department standards.

**Reports To:**

Director of Food and Beverage

**Supervises:**

Front of House Staff - Servers & Bartenders

**Benefits:**

Salary is competitive and commensurate with qualifications and experience. Excellent benefits include Medical Insurance Package, Dental and Vision Options Available, Vacation, Holiday, and PTO.

**Send Résumé and Cover Letter to:**

Hillel Mindlin, PGA

Director of Food & Beverage

[Hillel@curraheclub.com](mailto:Hillel@curraheclub.com)