

Club: Green Boundary Club

Location: Aiken, SC

Position: Assistant Manager

Club Features: In 1956, Mr. Seymour H. Knox, Sr. and a small group of Aiken friends decided to create a supper club by purchasing the Georgian-style residence of Mr. and Mrs. William B. Wood, known as "Green Boundary." Since cooks were given Thursday nights off by Winter Colony residences, the new club would provide a place to dine with friends. The beautiful home, originally a winter estate called "Sunshine" was designed by Willis Irvin and built for William Zeigler in 1927. Mr. Zeigler was Chairman of the Board of Royal Baking Powder Company.

Green Boundary's unique Clubhouse is set in the original 1927 mansion. Largely unchanged, the club is open 5 days a week for lunch and dinner. The club can accommodate up to 150 person functions and has 6 unique overnight rooms that members and guests may use.

Overview: Responsible for food and beverage service for the Club. Directly supervises the service team. Responsible for hiring, continued staff development and training. Ensures exemplary private club service standards are maintained by providing exceptional service in a clean and professional environment.

Service and staff development:

- Maintains a highly visible presence with members, guest and staff on the floor
- Greets guests and oversees actual service on a regular basis
- Conducts effective orientation and training for new staff
- Sets, trains and maintains service standards for all front line service staff
- Insures that established policies and procedures for club operations are maintained and adhered to by club staff
- Monitors employee dress codes according to policies and procedures
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
- Addresses member and guest complaints and advises the General Manager appropriate corrective actions taken

Beverage:

- Responsible for all purchasing, requisition, inventory, and costing of beverages
- Ideal candidate will have core knowledge in wine and sprits, and be able to assist in designing programming and events.
- Responsible for accurate and consistent bar stocking, and opening and closing procedures.

Cleanliness and facilities:

- Maintains the cleanliness and organization of designated food service and storage areas
- Conducts regular inspections to ensure standards are maintained
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met and reports any deficiencies to the General Manager.

Administration:

- Complete all month end clerical work to include assisting in beverage inventory
- Monitor Linen inventories and develop ordering system according to business
- Weekly scheduling and payroll monitoring will be required
- Other duties and responsibilities may be assigned by either the General Manager

Responsibilities:

- Is responsible for the overall direction, coordination, and evaluation of all banquet and a la cart dining operations
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education/Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or one year related experience and/or training; or equivalent combination of education and experience. The want and desire to be a part of the private club industry is a plus.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Qualifications: A creative thinker able to bring new and innovative ideas for member service and amenities based upon prior club experience, travel and passion for the club industry.

- High energy with a strong work ethic.
- Impeccable and verifiable reference
- Excellent communication skills; strong computer skills and POS system knowledge.
- Recognition as a skilled and effective trainer; able to realize tangible results as measured by exceptional staff performance and member/guest satisfaction.

Please send resumes to Jacob Cyr at: jacobcyr@greenboundaryclub.com

