



Assistant Dining Room Manager

POSITION SUMMARY:

The Assistant Dining Room is responsible for assisting in all aspects of food and beverage service operations, as a member of the food and beverage management team. This position will share management responsibilities of the food and beverage outlets, while providing an emphasis on the ala carte operations. The Assistant Manager reports to the Director of Food and Beverage. The Assistant Manager will have a positive attitude, sense of urgency, ability to train, motivate and lead others, and act with integrity. This position requires the ability to organize and prioritize, be personable, responsible and willing to work in a team environment with an emphasis on leadership. This position requires working nights, weekends and holidays.

Located less than an hour north of downtown Atlanta, GA in the historic suburb of Suwanee, The River Club boasts a 2005 Greg Norman-designed track that has hosted two US Open Qualifiers and was recently the host of the Georgia State Mid-Amateur Championship. The Lakeside Sports Center featuring 3 pools, 8 tennis courts, and a 24 hour fitness center; the Retreat, a full-service spa; and the clubhouse - The Lodge, built in 2008 - make The River Club the most sought-after residential community and membership in the Atlanta area.

JOB DUTIES:

- Oversees the orientation and training of new and current food and beverage service staff.
- Provide rotational management coverage and responsibilities to the various dining and food and beverage outlets as required.
- Continually monitors and reassesses the department's training and development needs.
- Assists in the hiring process, to include interviewing prospective team members.
- Conducts periodic performance reviews of captains, service staff, service assistants, hosts and bartenders.
- Follows and enforces all rules and policies of the Club.
- Conducts weekly, or as needed, department meetings with staff to disseminate information, discuss problems and solutions, etc. (Include pre-shift and pre-event meetings)
- Maintains a high level of member contact throughout service hours.
- He /she oversees and effectively executes banquets and Member Events.
- Responsible for the daily operation of the banquet functions throughout the Club, to include hiring, training, and supervising staff.
- Directs Banquet Service and Setup staff in ensuring the members and guest expectations are met and exceeded.
- Handles member and guest complaints in a professional manner and according to established policies and forwards all information to the Director of F&B.
- Revises scheduled service staff according to the flow of business as well as the ability to produce a work schedule that fits with budgeted standards.
- Oversees the completion of all administrative paperwork on a daily basis.
- Participates as an active member of the management staff in improving the service and operation of the Club.
- Acts as Manager on Duty in the absence of the GM or F&B Director
- Maintains positive working relationship with Executive Chef, culinary staff, Catering Director, Events Coordinator.
- Maintains appearance, upkeep and cleanliness of all F&B equipment and facilities
- Maintains current certifications in CPR/AED and TIPS/CARE.

- Records and maintains monthly liquor inventory, and china, glass and silver inventories.
- Knowledge of role during emergency situations. Aware of fire and life safety procedures.
- Knowledge of POS system and able to train employees on all aspects of system.
- Maintains positive attitude with all staff and members. Avoids all negative comments.
- Has knowledge of wines and spirits and the ability to train staff in this field.
- Displays a sense of urgency with all tasks, sets an example for the staff.
- Performs other duties as assigned by Director of F&B

CANDIDATE QUALIFICATIONS:

- High school diploma or GED required
- A 4-year-degree in Hospitality is preferred
- Minimum of 2-3 years of food and beverage supervisory experience in a premier level private club desired.
- The position requires initiative, creativity and self-motivation, as well as discipline.
- Ability to motivate others and manage financial and human resources effectively with the responsibility to achieve established goals and objectives.
- This is a hands-on role and requires excellent member/client-relations. Employee must demonstrate tact, diplomacy, common sense and flexibility.
- Qualified applicants must be team-oriented and focus on attention to details when serving our members and their guests.
- Display a high level of professionalism and integrity as befitting a member of management.
- Occasional sitting. Frequent bending, stooping, pulling, lifting.
- Continuous standing, walking, repetitive actions for extended periods of time.
- Heat sensitive environment.
- Able to operate standard office equipment including computer, proficiency with Excel, Word and Outlook. Ability to quickly and proficiently learn new POS systems and software.
- Must be able to exercise good judgment under pressure.
- Have a high level of interpersonal skills to communicate policies, procedures and objectives.

All employees must maintain a neat, clean and well-groomed appearance per company standards. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the club. All employees are required to fully comply with River Club rules and regulations. In addition to specific job requirements, candidates must have a positive attitude and be willing to provide service which exceeds our members' expectations.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers a bonus and benefit package.

Send Resume to:

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