



Job Title

Dining Room and Events Manager

About the Club:

Delray Dunes Golf and Country Club, a distinguished Member-owned club with a rich 55-year history, is located within a gated community in Palm Beach County, Florida. The Club is seeking a skilled and detail-oriented dining Room & Event planning professional to manage its financial and accounting operations. Boasting a robust financial position, full membership with a waiting list, and recent enhancements including a major golf course renovation, the Club offers an exceptional environment. Additional amenities include an award-winning pool, pool deck, and outdoor bar. Open year-round, Delray Dunes continues to provide an outstanding experience for its Members.

Gross Revenues total \$10,000,000

Food and Beverage Revenues total \$2,800,000

Brief Job Description

This role involves overseeing a la carte dining and a variety of events, including Club events, golf tournaments, private gatherings, weddings, meetings, and social occasions. Reporting directly to the Clubhouse Manager, this position supervises the waitstaff and plays a key role in ensuring seamless service and event execution.

The ideal candidate will have a background in Food & Beverage or Hospitality, with experience in supervising a la carte dining and event planning in an assistant or director capacity, preferably within the private club industry.

This position calls for a self-motivated team player who prioritizes the collective success of the team. The candidate must be committed to preserving the Club's well-established culture while enhancing both employee satisfaction and the overall Member experience. Strong organizational skills, attention to detail, and the ability to manage multiple tasks

simultaneously are essential. Excellent communication skills are critical for ensuring smooth information flow across multiple departments.

Candidate Qualifications

Education and/or Experience

- Bachelor's degree from a four-year college or university; a degree in Hospitality is preferred but not required.
- 3-5 years of professional management experience in the Hospitality industry.
- Proven experience in supervising and managing a team of service personnel.

Job Knowledge, Core Competencies and Expectations

- Ability to quickly learn and utilize POS club software.
- Basic proficiency in Microsoft Word and Excel.
- Excellent communication and outstanding organizational skills.
- Strong attention to detail with the ability to maintain and manage historical records.
- Creativity is essential for success in this role.
- Competence in understanding and adhering to budgets.
- Proven ability to collaborate effectively within teams, including management groups and member committees.

Job Summary (Essential Functions)

- Oversee event planning by meeting with event organizers, documenting all details in an organized manner on BEOs, and distributing information to relevant departments.
- Conduct department meetings to effectively communicate and coordinate event details with the Management Team.
- Create comprehensive floor plans for all events.
- Lead the execution of events to ensure seamless operations.
- Ensure accurate and timely billing for all events.
- Propose and implement innovative event concepts to distinguish the Club and meet the evolving preferences of an active membership.
- Support the Clubhouse Manager in overseeing all F&B operations, including supervising waitstaff, hosting pre-shift meetings, training team members, preparing daily floor plans, and assigning stations and side work.
- Respond to member and guest feedback promptly and appropriately to enhance satisfaction.

Licenses and Special Requirements

- Food Safety Manager Certification.
- ServSafe Certification.

Date Position Available

Immediate

Other Benefits

The club will provide compensation and benefits package commensurate with experience and qualifications.

Benefits include Medical, Dental, and Life Insurance, Vacation, 401(k), and continuing education.

Please EMAIL resumes to:

Sean Miller, CCM
General Managers/COO
12005 Dunes Road
Boynton Beach, FL 33445

smiller@delraydunes.org