



Tampa Yacht and Country Club Dining Room Manager job description

We are looking for an energetic and passionate F&B leader to join this excellent club's leadership team! If you are a dynamic and hands-on leader that knows how to not only work hip to hip with your team but lead in an enthusiastic manner, then this is for you!

Club Description

Founded in 1904, the mission of the Tampa Yacht & Country Club is to further the tradition of providing exceptional boating, recreational, dining and social experiences befitting our members and their families. The Club has 1,440 members and is very family oriented. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation's premiere yacht clubs and has enjoyed the prestigious "Platinum Clubs of America" status since 2003. The Club's membership is comprised of Tampa's social and business leaders. Club facilities include a 21,000 square foot Clubhouse with formal and informal dining rooms, member lounge, an elegant ballroom and three private party rooms. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, an Olympic Swimming Pool, Tennis Courts, a Pro Shop, Fitness/Aerobics Center and Locker Rooms. In addition to the Clubhouse, there is also an Equestrian Center and a 90 slip Marina. The club sits on Hillsborough Bay offering exceptional views. Historically, the Club is known among the area's clubs, high end restaurants and resorts for its exceptional food and service. Annual gross revenues are \$10 million with food and beverage revenues of \$4.2 million.

Dining Room Manager

The Dining Room Manager is responsible for managing all aspects of the restaurant to ensure superior member satisfaction, positive employee relations, by maintaining and promoting the highest standards for quality food and service to further the reputation of the Tampa Yacht and Country Club.

As a successful Dining Room Manager, you will be hands-on in overseeing daily operations of the restaurant. Key responsibility areas include team performance, training and retention of employees, increased sales, and profitability, effective cost controls, and scheduling. The ability to communicate effectively is essential while working with all departments to ensure that the club exceeds the membership's expectations.

The Dining Room Manager assists the Director of F&B in the daily operations of the member dining facilities, and assists in all member events as required.

PRIMARY RESPONSIBILITIES:

- The Dining Room Manager ensures that members are served properly and in a timely manner.
- Monitors actions of staff and customers to ensure that health and safety standards and liquor regulations are obeyed.
- The Dining Room Manager maintains professional relationships with members and staff and leads in a positive way.
- Receives and resolves complaints concerning food, beverage, and service.
- The Dining Room Manager keeps an accurate list of monthly reservations, complaints, compliments, and staff problems.
- Responsible for planning, staff, floor assignments, side work, reservations, and special needs.

- The Dining Room Manager will be proficient with Microsoft Office and produce reports using these programs.
- The Dining Room Manager oversees the training of staff.
- Organizes and direct worker training programs, resolve personnel problems and evaluate employee performance in the restaurant.
- Carefully supervises dining room staff to ensure proper service in a manner most pleasing to members.
- The Dining Room Manager reviews work procedures and operational problems in order to determine ways to improve service, performance, and/or safety.
- Assures the correct appearance, cleanliness, and safety of dining room areas, equipment, and fixtures.
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools etc.
- Directs pre-meal meetings with dining room personnel; relays information and policy changes and briefs personnel.
- Makes suggestions about improvements in dining room service and procedures and layout.
- Assures that dining room and other club areas are secure at the end of the business day.
- May serve as club opening and closing manager or Manager on Duty for assigned shifts throughout the year.
- Performs other appropriate assignments and projects as required by the F&B Director.

EXPERIENCE:

- Degree in Hospitality or equivalent work experience preferred.
- Private Club experience is preferred.
- Experience in a fine dining or an upscale setting is preferred.
- Knowledge of Clubessential Software and System is preferred

Please send all resumes and inquiries to Jack Hrad at jack@geckohospitality.com