

Sea Oaks Property Owners Association, inc.
Beach and Tennis Club
Immediate opening

Position: Dining Room Manager

Reports to: Food & Beverage Director

Supervises: Front of the House under the Direction of the Food and Beverage Director

Direct Reports: Front of the house staff

Salary: \$60k+ starting

Estimated positions for this Job Description: 1

SUMMARY OF RESPONSIBILITIES: Dining Room Manager at Sea Oaks Beach and Tennis Club is responsible for providing excellent and efficient service to our members with superior professionalism and courtesy under the direction of the Food and Beverage Director. Assists with training development standards that exceed member expectations and experience.

DETAILED RESPONSIBILITIES:

Within the parameters of policies, procedures, programs, and budgets:

ESSENTIAL FUNCTIONS:

- Greets Members and oversees actual evening service daily.
- Trains new staff and provides professional development activities for experienced staff.
- Assists in external and internal marketing and sales promotion activities for food operations
- Personally, handles member and guest complaints and advises the Food and Beverage Director about appropriate corrective actions taken
- Assists in developing interesting ways of promoting club functions in all the dining outlets
- Assures that all standard operating procedures for sales and cost control are followed and consistently utilized for all food and beverage departments
- Assist with managing the long-range staffing needs of the department
- Consults daily with the Management team to help assure the highest level of Member satisfaction and assists as needed.
- Follows established quantity and quality output standards for personnel in all positions within the department
- Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state, and/or local laws pertaining to alcoholic beverages
- Inspects to ensure that all food safety, sanitation, energy management, preventive maintenance, and other standards are consistently met

- Researches new products and develops an analysis of the cost/profit benefits under the Direction of the Food and Beverage Director
- Follows and monitors the ordering and receiving program for products and supplies to ensure proper quantity and price on all purchases
- Helps develop wine lists and bottle/glass wine sales promotion programs
- Continually monitors correct handling procedures to minimize china and glassware breakage and food waste
- Assists in maintaining files for sales, expenses, and profit goals as outlined in the Food and Beverage Department's operating plans/budgets
- Assists in planning and implementing procedures for special club events and banquet functions

CANDIDATE EXPERIENCE AND QUALIFICATIONS:

- Minimum 2 years as a Manager in a Private Club or Resort dining operation
- Strong and passionate leader and hospitality professional
- Possesses excellent financial skills, with the ability to quickly assimilate numbers and reports
- Demonstrated experience in multi-generational Club with an increasing number of casual events.
- Strong organizational skills
- Strong Communication Skills. Proven ability to create and implement a member communication program.
- Possesses exceptionally strong communication and facilitation skills, both written and verbal
- Possesses computer skills including but not limited to Microsoft Outlook, Word, **Excel**, and POS systems (North Star a plus)
- Personable and enjoys member interactions
- Strives to continually improve his/her skills, experiment with trends, and evolve the service experience and offering.
- Has experience in a Food and Beverage department in a premier private club and/or resort environment, including banquet, casual and fine dining operations.
- Understand all legal requirements and consistently adhere to, including wage and hour and federal, state, and/or local laws pertaining to alcoholic beverages.
- Research new products and develops an analysis of the cost/profit benefits
- Track record for sourcing quality wine and alcohol from vendors, as necessary
- Exceptionally strong food and beverage credentials, most importantly the ability to consistently define and achieve goals and objectives
- Proven and verifiable leadership qualities with demonstrated ability to direct, coordinate and control all facets of an active food and beverage operation
- Committed to professional growth and development, for him/herself and his/her team of associates
- Professional appearance and demeanor and expect the same from his or her staff

EDUCATION REQUIREMENTS:

- Certified in food safety.

Our compensation package is exceptional and includes salary commensurate with experience. Benefits are effective the first of the month after 60 days and include:

- Medical insurance with Blue Cross Blue Shield of Florida,
- Dental insurance
- Vision insurance
- Life, STD & LTD
- Matching 401K of up to 4%
- Paid Vacation and sick time/Floating holiday
- Nine paid holidays

Qualified Candidates should submit resume to Renee@seaoaksbt.com