



## **Tequesta Country Club Tequesta, FL**

**Job Title:** Dining Room Manager

**Reports To:** Food & Beverage Manager

**Department:** Food & Beverage

### **The Opportunity:**

Tequesta Country Club is now accepting resumes for our Dining Room Manager position. The right candidate has a can-do attitude, is a team builder, and is a superior communicator. Organizational skills are a must as the position requires regular planning and preparation for our detail-oriented service. The Clubhouse is open six days a week and offers Lunch and Dinner.

Responsibilities include overall supervision of our tenured Dining Room Staff including, but not limited to: schedules, training and performance. Opportunities exist to grow and expand the wine and beverage program.

The Dining Room Manager will be highly visible to the membership, interacting with them often and in a professional manner. The right candidate will be trained and expected to adapt to work in all operations and will act as the Manager on Duty as needed.

### **Essential Duties and Responsibilities:**

- Design floor plans according to reservations.
- Plan dining room set-up based on anticipated guest counts and client needs.
- Take reservations, monitor and maintain reservation log.
- Inspect dining room employees to ensure they are in proper and clean uniforms at all times.
- Coordinate and execute daily pre-shift meetings with dining room personnel to relay pertinent information such as counts, menu changes, special member requests, etc.
- Communicate food & beverage upcoming events, menus and policy changes with the entire food and beverage team.
- Develop and maintain positive relationships with membership by being visible in all areas of the club, especially the dining outlets. An emphasis on member name recognition is imperative in the ongoing training of all team members.
- Implement policies and procedures for food and beverage department.
- Assist in the planning and execution of all food and beverage functions and social events.
- Ensure side-work, including all cleaning of equipment and storage areas, is accomplished and completed according to schedule.

- Make suggestions for improvements in dining room function and flow, and report deficiencies as well as maintenance concerns.
- Train staff on all aspects of the POS System.
- Greet members and guests and oversee quality of service on a routine basis.
- Monitor various levels of member and guest satisfaction, addressing and promptly resolving complaints and concerns.
- Ensure the Clubhouse is secure at the end of the business day.
- May serve as Club's opening and closing manager on duty.
- Monitor dining room labor and supplies budget; make adjustments to achieve financial goals.
- Perform other appropriate assignments and projects as required by the Food & Beverage Manager.

**Qualifications:**

- Three years of dining room supervisory experience in private clubs
- Four-year college degree in Hospitality is preferred
- Attentiveness and patience
- Active listening and effective communication skills
- Flexibility to work in shift, including weekends, evenings and holidays
- Understanding of hygiene and food safety rules; ServSafe Certification is a plus
- Physical ability and stamina to carry heavy trays, stand and walk for long hours, repeated bending and reaching
- Ability to multitask and remain calm and professional in a fast-paced environment

Tequesta Country Club is committed to providing a positive and rewarding work experience for all employees. We are in the business of providing the finest personal service to our members and guests. We welcome ladies and gentlemen who share our passion for service and excellence and invite you to apply. Tequesta Country club is an Equal Opportunity Employer and a Drug Free Workplace.

**Tequesta offers competitive wages and a benefit package including:**

Medical, Dental, Vision & Life  
401K  
Employee Meals & Employee Golf

**Instructions for Applying:**

Please mail or email your resume along with a cover letter detailing your interest to:  
Courtney Haller, Food & Beverage Manager  
201 Country Club Drive  
Tequesta, FL 33469  
[courtney@tequestacountryclub.net](mailto:courtney@tequestacountryclub.net) ; [melissa@tequestacountryclub.net](mailto:melissa@tequestacountryclub.net)