

Dining Room Manager

The University Park County Club is seeking an experienced Dining Room Manager to supervise the day-to-day restaurant/dining services operations.

The Country Club is located within the gates of University Park, a prestigious master-planned community found on the border of Manatee and Sarasota Counties in Florida, with more than 1,200 homes within 32 individual neighborhoods, with homes ranging in value from \$350,000 to \$4,000,000.

The University Park Country Club is an award-winning semi-private country club featuring 27 holes of championship golf, 11 lighted har-tru tennis courts, 4 pickleball courts under construction, a state-of-the-art Fitness Center, a casual lounge/bar/card room plus an indoor and outdoor restaurant.

This position reports to the Food & Beverage Director.

Responsible for the management of dining services. Ensures a high standard of appearance, hospitality and service in personnel and cleanliness/organization dining areas. Supervises and trains staff, manages services within budgetary goals, and implements programs to increase revenues.

Position Responsibilities:

- Schedules personnel and plans dining services room set-up based upon anticipated member/guest counts and clients' needs.
- Takes reservations and checks table reservation schedules.
- Greets and seats members and guests.
- Supervises and trains dining room staff to help ensure proper service; performs waitstaff services when necessary.
- Inspects dining room staff to ensure that all are in proper and clean uniforms.
- Supervises dining services staff.
- When requested, provides reports on employee hours, schedules, job changes, etc.
- Receives and resolves complaints concerning, food, beverage, and service. Reports situations to F&B Director.
- Serves as liaison between the dining room and kitchen staff.
- Ensures that all side work is accomplished and that all cleaning of equipment and storage areas are completed according to schedule.
- Directs pre-meal meetings with dining services staff. Briefs staff and relays information and policy/procedure changes.
- Ensures the accurate appearance, cleanliness and safety of dining room areas, equipment and fixtures. Checks the maintenance of all equipment in the dining room and café turn station and reports deficiencies and maintenance concerns.
- Makes recommendations for improvements of dining services, procedures, and dining room layouts.
- Maintains an inventory of dining room items, including silverware, coffee pots, water pitchers, salt and pepper holders, sugar bowls and linens. Ensures that all items are properly stored and satisfies an accurate count.
- Maintains and ensures staff is using the dining services software accurately and timely.
- Attends scheduled staff meetings.

- Performs other job-related duties as assigned by F&B Director, the GM, and the Member Experience Director as requested.

Position Requirements and Qualifications:

- High school diploma or equivalent
- 5+ years of work experience in a high volume, full-service restaurant
- Extensive knowledge of front-of-house operations, including the financial aspects
- Excellent communication and interpersonal skills
- Positive attitude and a self-starter
- Demonstrated ability in supervising staff in achieving business goals and maintaining high employee morale
- Highly organized and the ability to multi-task successfully
- Ability to problem solve and achieve favorable resolutions; uses good judgement
- Excellent customer service skills with the ability to meet and exceed customers' expectations
- Team player; works successfully and cooperatively with management and with other departments
- Flexible schedule

Annual Salary: Contingent upon work experience.

Benefits: Company offers a competitive benefits package, including Medical, Dental, Vision, Life Insurance, STD, LTD, 401(k), golf privileges, and more.

Please email your resume to HR Director Linda Somma: jobs@universitypark-fl.com