



## Assistant Dining Room Manager

Walnut Creek Country Club

**Role Overview:** The Assistant Dining Room Manager's primary responsibility is to provide leadership and supervision to the service staff. The Assistant Dining Room Manager is responsible for overseeing the Fireside Grille and the outdoor patio. This is a growth opportunity within the Club Industry in a high volume Private Country Club.

### **Areas of Responsibility:**

#### **Service Staff Management:**

- Assist in hiring of new employees
- Assist in creating, implementing and training the standards for all service staff
- Continually educate and communicate important information to service staff
  - New Menus
  - Daily Specials
  - Happenings around the Club
- Assist in development of employee handbook, and enforce guidelines as it pertains to service staff
- Develop, train and measure the Food and Beverage operating standards
- Maintain awareness of employee attendance/tardiness and issue disciplinary action, if necessary
- Resolve conflict between service staff
- Enforce expectations of a safe, clean and positive work environment

#### **Dining Services:**

- Responsible for maintaining operational duties of the dining services
  - Maintain accurate information in POS system
    - New Menus
    - Revised Pricing
    - Features
    - Promotions
  - Confirm reservations
  - Organize service staff
    - Assign side work
    - Conduct pre-shift meetings
  - Greet members and guests by name
  - Maintain pulse on service and kitchen timing, assist when needed
  - Oversee nightly closing duties
    - Side work is complete and to standard
    - Member chits are complete and in order for accounting to process

**Beverage:**

- Promoting and expanding the Fireside Grille Beverage Program
- Assist in generating monthly beverage inventory and costs with F&B Manager

**Miscellaneous:**

- Assist in the preparation of nightly reports and distribution
- Track and record daily/monthly dining/private event participation numbers
- Strong computer and POS operating experience preferably (WCCC uses the Jonas POS system as the primary Club OS platform)
- Assist in social media campaign

**Estimated Shift:**

Varies with seasonal use of the club. Closing responsibilities are a focal point, some nights are required

**Salary:**

Based on experience, along with a health, dental, optical, LTD, 401K package

Contact Kevin Frantz, General Manager, to apply [kfrantz@walnutcreekcc.net](mailto:kfrantz@walnutcreekcc.net).