



WOMAN'S ATHLETIC CLUB OF CHICAGO

Overview

The Woman's Athletic Club of Chicago is a private club for women nestled in the heart of downtown Chicago. Established in 1898, the WAC was the first athletic club for women in America. "Created by ladies, for ladies", it elected Mrs. Philip D. Armour as its first president, and the prestigious membership included the wives of many prominent Chicagoans. For well over 100 years, the WAC has been identified with graciousness and elegance – an oasis in the heart of the city for its membership.

In 1929, the Club found its current location and hired renowned architect Philip B. Maher to design a building specifically to its member needs. An architectural treasure, the Clubhouse was awarded Landmark status in 1991. The interior of the Club reflects the early 20th century Beaux-Arts and Art Deco design. From the stunning Ballroom to the elegant Silver Room to the welcoming Drawing Room to the cozy Library – each room is uniquely designed to provide a special place for groups large and small to gather.

The WAC also boasts modern facilities for health and fitness, including a gym, studio rooms for classes, a pool, as well as a full-service spa. From music concerts to guest speakers and highly regarded authors, the WAC provides regular programming to enhance the cultural interests of its members.

Whether weddings, engagement parties, showers, anniversaries, or an afternoon tea, WAC members enjoy hosting or sponsoring special events. Members also utilize the WAC for sponsoring professional meetings related to their career areas or volunteer organizations. Throughout its rich history, the Club has adapted to the changing needs of its members. By continually developing new programs and enhancing the facilities, the WAC remains a place where yesterday's rich traditions are expressed in today's contemporary style.

History

Founded in 1898, the Woman's Athletic Club is the first athletic club for women in America. The prestigious membership included prominent society and business names like McCormick, Ryerson and Swift. Members conceived of an oasis for women who sought a "retreat where health, grace and vigor can be restored". In 1929, the Club moved into its own building on North Michigan Avenue.

In 1991, this architectural treasure, designed by renowned architect Philip B. Maher, received landmark status in recognition of its beautiful and historically significant exterior. Members use its facilities for meetings, entertaining, wellness and lectures. Over the years, such diverse public figures as Rosalyn Carter, Cokie Roberts, Michael Frayn, Ogden Nash, Nan Kempner, Barbara Bush, and Diane von Furstenburg have participated in Club programs.

Food & Beverage Supervisor Position Summary

The Food & Beverage Supervisor assists the Food & Beverage Manager in overseeing all food & beverage service within the club, including the daily operation of a la carte dining, club events, and private parties. S/he will assist with hiring, training, and development of all front of the house food & beverage service employees. This position will ensure that all mandated training programs are implemented. In addition, s/he will assist with preparation of the annual financial budget and will achieve these goals throughout the year through proper forecasting, cost controls, labor management, and revenue generating programs. The Food & Beverage Supervisor is an advocate and ambassador of service training and understands the critical role that membership and exceeding expectations plays in the success of the organization.



Key Objectives

- Assist with onboarding/training/overseeing dining room & banquet staff.
- Supervise service staff for the dining room, private parties, club events, and fifth floor.
- Monitor scheduling on a daily basis to maximize efficiency.
- Oversee billing for member orders in dining room ensuring accuracy.
- Devise floor plans for seating in dining room, private parties, and club events.
- Assist department heads with evening events as Club business dictates.
- Resolve member complaints using mentoring/coaching techniques.
- Hold timely staff meetings with Food & Beverage Manager.
- Recommend facilities upgrades and improvements.
- Prepare bi-weekly payroll information for Food & Beverage Manager.
- Attend job-related continuing education programs (with approval of the General Manager)
- Attend Club management meetings/participate as a team player, assisting other departments as needed.
- Act as Manager on Duty and assume responsibility of club operations when directed to do so.
- Be well informed about activities and operations throughout the Club.
- Enforce all Club and departmental policies.

Competencies and Qualifications

- Extensive experience in restaurant supervision.
- Proven track record of effective team management as well as organizational & coaching skills.
- 3 years experience as Server/Bartender/F&B Supervisor preferred.
- Solid understanding of a la carte/banquet revenue generation and expense control as it relates to service payroll and forecasting/budgeting expenses.
- Excellent customer service skills.
- Ability to work a variety of shifts (day, night, weekend).
- Fluent in written & spoken English.
- Experience with purchasing & inventory systems, payroll management/POS software preferred.
- Proficiency with Microsoft Suite preferred.
- Must be able to lift 20 pounds.



Departmental Policies:

- PTO days are granted based on member needs and Club events. Days off will be determined on a first come first serve basis. No exceptions.
- Continuing education classes sponsored by or paid for by the Club are considered workdays. In addition to progressive disciplinary measures for missing class, deposits/fees for missed classes will be charged back to the employee.
- Show concern for and pride in the growth & image of your department & the Woman's Athletic Club.
- Professional business attire at all times.

Benefits

- Full benefits (medical, dental, retirement savings plan, profit-sharing)
- PTO & sick days
- Complimentary meal daily
- Long term disability/short term disability, life

Interested and qualified applicants should submit their resume and cover letter to both:

Ryan, at Strategic Club Solutions
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Nevena, at Strategic Club Solutions
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