



## **Food and Beverage Manager/Dining Room Manager**

Indian Harbor Yacht Club is a private Club where members, family and guests come to enjoy the water and the company of friends.

Founded in 1889, Indian Harbor Yacht Club has a distinguished history of yacht racing and boating. Located in Captain Harbor on western Long Island Sound in Greenwich CT, the club provides members and guests an ideal setting for year-round enjoyment. Whether racer or cruiser, sailor or powerboater, blue water enthusiast or coastal cruiser, Indian Harbor is the perfect family-friendly place to relax, have fun, compete and build friendships

Job Title: Food and Beverage Manager/ Dining Room Manager

Department: Food and Beverage

Direct report: Director of Food & Beverage.

### Position Summary:

The Food & Beverage Manager/Dining Room Manager is a hospitality professional who is responsible for overseeing the FOH restaurant operations & acting as a liaison with BOH. This position is charged with leading & motivating their team to ensure the highest quality of service for the membership & their guests. Strong knowledge of Food & Beverage with a focus on A La Carte & Banquet dining/events.

Must be able to work autonomously as well as being a team leader.

### Essential Job Functions:

- Oversee dining room operations during set up, breakdown & dining service hours.
- Responsible for training & development of the wait staff through the policies & procedures set forth in training manual
- Responsible for floor plan design & menu item entry into software; knowledge of POS
- Lead each shift by ensuring team members are prepared for their shift by delegation & assignment of specific duties & tasks.
- Understand wait staff positions well enough to perform those duties in their absence.
- Ability to work in a fast-paced environment; mobility required during shift
- Ability to plan, execute & oversee Banquet events
- Ability to communicate efficiently & affectively to keep all team members informed as well as the Director of F&B
- Proven strong leadership skills
- Operationally a decisive, critical thinker

- Provides guidance & direction to subordinates, including setting performance & service standards
- Enthusiastic & professional attitude must be displayed at all times
- Excellent guest services required
- Ability to work a flexible schedule including nights, weekends & holidays
- Reliability is paramount
- Ability to work long hours & stand for long periods of time
- Experience in a country club setting or high-end dining preferable
- Knowledge of Jonas software a plus

Indian Harbor Yacht Club offers a complete benefit package including medical, dental, vision, life & disability insurance, 401k plan.

Salary is commensurate with experience. For consideration, please send resume with cover letter to [rciolomic@indianharboryc.com](mailto:rciolomic@indianharboryc.com)