



## **JOB DESCRIPTION: Assistant Club Manager**

### **Reports to:**

Assistant General Manager

Works with Catering Department, F&B department, and golf to assure that the guest's expectations are exceeded.

### **Job Summary (Essential Functions):**

The Assistant Club Manager ensures that members and their guests have a pleasant and memorable Club experience. They are responsible for the setup, maintenance, cleanliness, and safety of the dining areas and staff. Supervises and trains the dining room staff to a standard of excellence. May act as Manager on Duty in the absence of the Clubhouse Manager and the General Manager. This individual must coordinate food service between the kitchen and dining staff.

### **RESPONSIBILITIES AND EXPECTATIONS**

#### **Staff:**

- Inspects dining room employees to ensure that they are in proper uniform
- Hires, trains, supervises, schedules, and assesses dining room staff
- Schedules personnel along with Clubhouse Manager
- Assures the correct appearance, cleanliness, and safety of dining room areas, equipment, and fixtures
- Trains staff on all aspects of the POS system
- Oversees and trains front-of-the-house staff for the Pool snack bar (Cashiers, Bartenders, Maintenance).
- Oversee pool operations in the season

#### **Dining Room:**

- Assign Waitstaff to their duties and sections before dinner or banquet service
- Designs floor plans according to reservations
- Checks table reservation schedules and maintain the reservations system up to date (Northstar).
- Order linens and uniforms
- Serves as liaison between the dining room and kitchen staff
- Assures all side-work is accomplished and all cleaning of equipment and storage areas is completed according to the schedule
- Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- Makes suggestions about improvements in dining room service procedures and layout
- Maintains an inventory of dining room items, including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls, and linen, and ensures that they are properly stored and accounted.

- Assists in developing wine lists and beverage promotions
- Assists on the floor, including taking orders if necessary

#### **Banquet:**

- Supervise all the banquet and event service operations assigned by the Clubhouse Manager.
- Transmits necessary information and conducts event planning with production, serving, and housekeeping.
- Arranges for printing of banquet menus and buffet food signs to include dietary information
- Inspects finished arrangements; must be present to oversee the actual service and greeting of guests
- Audits function sheets against room setup, manage personnel scheduling for special functions
- , and supervise service personnel.
- Helps members with parking, entertainment, decorations, audio/visual, and any other requirements for events being planned.

#### **POS (Northstar):**

- Produces daily or meal-period revenue analyses and other reports from the point of sale (POS) systems
- Performs daily POS closeout
- Develops and maintains the dining room reservation system
- Creates and keeps up with any changes on the POS (Menu Cards for Food and Beverage).
- Check and update block times and days that the Club is open for service

#### **Other Responsibilities:**

- In season serves as a manager of a dedicated location (Main Club & Pool Complex)
- Assures that the dining room and other club areas are secure at the end of the business day
- Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and control costs
- Works alongside Executive Chef to update, review and print weekly menu changes
- Assures that local and state laws and the Club's policies and procedures for the service of alcoholic beverages are followed
- Assist in managing all Food and Beverage service outlets, including ala carte services and banquets
- Set professional standards at Woodway and lead by example.
- Adhere to all Woodway's rules and regulations as stated in the Handbook
- Attend weekly food and beverage meetings
- Work full-time, flexible hours, nights, weekends, and holidays
- Responsible for monthly inventories
- Other related duties as assigned.
- Competitive salary
- On-site housing available
- Health, dental, 401-K
- Thriving team atmosphere
- Mentorship from an accomplished and decorated management team

Other Benefits:

- Competitive salary
- On-site housing available
- Health, dental, 401-K
- Thriving team atmosphere
- Mentorship from an accomplished and decorated management team

Contact Miguel Fernandez at [mfernandez@woodway.org](mailto:mfernandez@woodway.org)