



Dining Room Manager

Lake Forest Country Club, located in Hudson, OH, is currently looking for a Dining Room Manager.

The Dining Room Manager is responsible for overseeing all Members' dining operations.

Hire, train and supervise employees while ensuring both Front and Back of the house are providing excellent and consistent service to our Members and Guests.

Job Summary (Essential Functions)

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food service. Hire, supervise, and train dining room staff. Execute Member and Social Events.

Job Tasks/Duties

- Supervises and leads the F&B service staff to exceed the Member's service expectations. Continuously circulates throughout service to ensure Members' expectations are met and table touches are executed.
- Maintains and oversees the day-to-day F&B procedures such as side work, server check-outs, employee appearance and uniform standards, plus opening and closing duties
- Assists in executing Member and Social events.
- Assists Director of Events with large catering functions.
- Trains staff on all aspects of the POS system.
- Designs dining room floor plans according to reservations.
- Directs service meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- Maintains and oversees the day-to-day F&B procedures such as side work, server check-outs, employee appearance and uniform standards, plus opening and closing duties
- Receives and resolves complaints concerning dining room service.
- Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Serves as club's closing manager or manager on duty on specific days. Assures that the dining room and other club areas are secure at the end of the business day.

- Assists in developing and implementing an ongoing marketing program to increase dining room business, as well as wine lists and beverage promotions.
- Makes suggestions about improvements in dining room service procedures and layout.
- Attends scheduled staff meetings.
- Works with 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 consistently followed.
- Performs other appropriate assignments and projects as required by the Assistant General Manager.

Physical Demands and Work Environment:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment

Education and/or Experience

- High school diploma or GED required.
- Two years of dining room supervisory experience in private club.

Compensation

- Salary between \$58,000-\$63,000/year.
- Health Insurance
- Bonuses for worked Holidays
- Vacation & PTO
- 401k with Employer Match after one year

Please email your resume to Elise Neyraud, Assistant General Manager: fandb@lakeforestcc.org