

Job Title

Assistant Manager

Job Description

Country Club of Peoria is seeking an energetic, hospitality-driven **Assistant Manager** to lead service in our clubhouse dining programs and golf operations. This is an exciting opportunity for a passionate hospitality professional who enjoys leading teams, creating memorable experiences, and being part of a welcoming private Club community.

We are looking for someone who thrives in a fast-paced environment, enjoys engaging with members and guests, and takes pride in delivering exceptional service while mentoring and developing a service team.

The Assistant Manager reports directly to the **Clubhouse Manager** and plays a key leadership role in the daily operations of the Club.

What You'll Do

As Assistant Manager, you will oversee the daily operations of the dining rooms while ensuring a warm, professional, and seamless dining experience for our members and guests. Additional responsibilities will be had at the golf facility helping oversee setup, run, and breakdown events.

Leadership & Team Development

- Lead and mentor a team of FOH professionals
- Foster a positive, team-oriented service culture
- Conduct pre-shift meetings and communicate key service details with staff
- Ensure all team members meet service standards, uniform expectations, and hospitality goals

Guest & Member Experience

- Maintain a strong presence on the floor and build relationships with members
- Ensure timely and polished service during all meal periods and special events
- Address member feedback and resolve service concerns with professionalism

Dining Room Operations

- Plan dining room floor layouts based on reservations and anticipated volume
- Manage reservations and seating flow to maintain efficient service pacing
- Coordinate communication between front-of-house and kitchen staff
- Oversee side work, service standards, and cleanliness of dining areas

Financial & Administrative Responsibilities

- Monitor labor scheduling and assist in managing department budgets
- Manage payroll submissions and assist with staff scheduling
- Support beverage programming including wine lists and event promotions
- Maintain inventory of dining room service equipment and supplies

Systems & Technology

- Utilize POS systems such as Jonas
- Train staff on POS procedures and service workflows
- Perform daily POS closeouts and reporting

Additional Responsibilities

- Assist with wine service and beverage programming
- Serve as opening or closing manager for clubhouse operations and golf operations
- Ensure compliance with all alcohol service laws and Club policies

Candidate Qualifications

What We're Looking For

We are seeking someone who is passionate about hospitality and eager to grow within the private Club industry.

Qualifications

- High school diploma or GED required
- Hospitality or related college degree preferred
- Minimum 3 years supervisory experience in a dining room or hospitality environment
- Private Club or upscale dining experience preferred
- Strong knowledge of front-of-house service standards and private Club culture
- Alcohol and food safety certificates

Date Position Available

Immediately

Other Benefits

Salary: Commensurate with experience

Additional incentives include:

- Performance-based bonus
- End-of-year holiday bonus
- Clothing allowance

Benefits Package

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) retirement plan
- Paid vacation

Contact

Send resume to Eric Bradley, General Manager/COO, ebradley@ccofpeoria.org