

THE MADISON CLUB
Madison, Wisconsin

Dining Room Manager

The Madison Club is seeking an experienced and service-driven Dining Room Manager to lead the daily operations of the Club's Members' Floor dining room and bar/lounge. This hands-on leadership role is responsible for delivering exceptional hospitality and ensuring the highest standards of service within a refined private club environment.

The Dining Room Manager will maintain a visible presence on the dining floor, lead and develop a professional service team, and work closely with culinary leadership to ensure a seamless and memorable dining experience for Members and their guests. This position plays an important role in fostering meaningful Member relationships and maintaining the Club's tradition of excellence in hospitality.

Key Responsibilities

- Lead the daily operations of a la carte dining room and bar/lounge with a strong on-the-floor presence
- Uphold the highest standards of fine dining service, hospitality, presentation, and professionalism
- Build strong relationships with members and ensure a personalized dining experience
- Recruit, train, schedule, and develop a polished, service-focused dining and bar team
- Conduct pre-shift meetings and provide ongoing training in service standards and hospitality
- Work closely with the Executive Chef and Sous Chef to coordinate service execution and support Member dining programs
- Oversee reservations, staffing levels, and service flow to ensure operational efficiency for all meal periods
- Monitor labor scheduling and assist with departmental budgeting and cost control
- Prepare accurate reports associated with dining room activities
- Plan and execute special themed Club a la carte dinners throughout the year
- Maintain the appearance, organization, and readiness of the dining room and bar areas
- Address member feedback promptly and professionally to ensure satisfaction

The ideal candidate is a hands-on, service-focused hospitality professional who values relationship-driven service, consistency, and long-term excellence in a member-focused environment. The Madison Club offers a competitive compensation package, excellent benefits, and the opportunity to be part of a respected private club committed to exceptional service and hospitality.

To apply, please send a brief introduction and resume to azimmerman@madisonclub.org.