



ARMY NAVY COUNTRY CLUB
Established 1924

Assistant Banquet Manager

www.ancc.org

About Us

Gracing over 500 acres of rolling, wooded, landscape at sites in both Arlington and Fairfax, Virginia, the Army Navy Country Club challenges Members and guests with 54 championship golf holes, awards-winning tennis facility with 32 tennis courts (6 indoors), 6 swimming pools, a fitness center, and golf and tennis Pro Shops. The dining facilities at both Clubhouses offer various venue options, whether serving a romantic dinner for two, or catering an event for several hundred people.

In accordance with the ANCC mission statement, ANCC is to "...provide, at moderate expense, recreational facilities at, or near, the National Capital for, and to promote social intercourse among those citizens, military and civilian, who are bound together by the fraternal and patriotic spirit of serving the best interests and efficiency of the National Defense."

Army Navy Country Club is looking to hire an eager and enthusiastic individual to join the Arlington team as an Assistant Banquet Manager.

This is a full time, 'hands on' role - primary responsibilities include managing restaurant and banquet staff, working with the Food & Beverage management team to ensure the quality of service to our members and their guests meets 5 Star standards, implementing ongoing training for all servers and assisting with monthly inventory. Additional responsibilities will be assigned based upon need.

Essential Duties & Responsibilities

- Oversee line-level and supervisory staff in day-to-day banquet operations (including but not limited to preparation, service, breakdown, and cleaning)
- Establish atmosphere of respect among all staff, supervisors, and management team
- Streamline communication between FOH and BOH
- Facilitate training on service steps and concepts
- Establish oneself as a resource for event hosts and sponsors
- Be willing to work a flexible schedule
- Show desire to learn and grow within the Club
- Show respect for others

Required Skills & Abilities

- Ability to stand for extended periods of time
- Ability to push, pull, and lift 50 pounds
- Ability to speak, read, and write in English
- Excellent verbal and written communication skills
- Ability to operate computer systems including but not limited to POS terminals and Microsoft Office Suite

Education & Experience

- Two years experience in club or restaurant operations preferred
- Degree or certificate in hospitality management preferred

Compensation

- Annual salary
- 401(k)
- Healthcare
- Holiday Appreciation Fund

Please contact:

Natalie Pyne

Banquet Manager

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