



## Sulgrave Club

**Position: Dining Room Manager**

**Reports to: Club House Manager**



### **Job Description**

Sulgrave Club is now accepting resumes for our Dining Room Manager position. The right candidate has a can-do attitude, is a team builder, and is a superior communicator. Organizational skills are a must as the position requires a lot of planning to be prepared for our detail-oriented service. The dining outlet is open seven days a week offering breakfast, lunch, dinner, and Sunday brunch, we are closed on Saturday for lunch and Sunday for dinner. The Dining Room Manager is also responsible for in-room dining, Terrace Bar service, and Afternoon Tea service. Responsibilities include overall supervision of our tenured Dining Room Staff including but not limited to schedules, payroll, training, and performance. Opportunities exist to grow and expand the wine and beverage program. This position is responsible for execution of Club Functions that take place in the Dining Room including but not limited to Valentine's Dinner and Summer Solstice Dinner. The Dining Room Manager will be highly visible to the membership, interacting with them often and in a professional manner. The right candidate will be trained and is expected to adapt and work in all operations including but not limited to the front desk, banquets, and rooms operations. The Dining Room Manager acts as the Manager on Duty as needed.

The Sulgrave Club is a traditional and formal club. Sulgrave Club is open for service from September through June. While closed during July and August, managers continue to work abbreviated hours to complete projects and preparations for the next season

### **Job Requirements**

- Prior experience in a similar fine dining environment.
- Extensive knowledge of formal food and beverage preparation and presentation.
- Ability to exceed expectations of members and guests.
- Ability to be articulate, tactful, courteous, and diplomatic with members, guests, and fellow employees.
- Ability to work with a multi-cultural staff as a team player.
- Ability to stand or walk for several hours during shifts/events and long work hours, if necessary.
- Ability to safely bend, stoop, lift, carry, and balance a loaded tray and other heavy items, weighing up to 40 lbs.

If this is an opportunity that sounds right for you, we look forward to hearing from you.

A superior benefits package is included. Compensation is based upon experience.



**Interested Candidates should send**

**cover letters and resumes to:**

**HR@SulgraveClub.org**