



**JOB TITLE:** Assistant Dining Room Manager

**REPORTS TO:** Dining Room Manager

**DEPARTMENT:** Trumbauer's

**LOCATION:** The Union League of Philadelphia  
(140 S Broad St, Philadelphia, PA 19102)

**DESCRIPTION:**

We are seeking a hospitality professional to achieve the highest level of service and ambiance in Trumbauer's, the Union League's tenth dining room. Food and Beverage is a key amenity to all 4200 members. In Trumbauer's we are open year-round, offer indoor and outdoor seating, have tenured staff with minimal turnover, and are producing \$250k/month in revenue.

The successful candidate manages the team of: bussers, hosts, food runners, servers, and bartenders. You will work in conjunction with the Manager and Chef of Trumbauer's to deliver unique and exceptional dining experiences. The Assistant Dining Room Manager needs to be a self-motivated problem solver with the ability to anticipate member needs. This position is best suited for candidates with experience in high-quality and high-touch environments frequently enjoyed by Members.

**THE UNION LEAGUE OF PHILADELPHIA**

Founded in 1862 as a patriotic society to support the Union and the policies of President Abraham Lincoln, The Union League of Philadelphia laid the philosophical foundation of other Union Leagues across a nation torn by civil war. The League has hosted U.S. presidents, heads of state, industrialists, entertainers and dignitaries from around the globe and has proudly supported the American military in each conflict since the Civil War. The Union League continues to be driven by its founding motto, Amor Patriae Ducit or Love of Country Leads.

Trumbauer's, the League's tenth dining room, located on the roof of the League House is unparalleled and unexpected. Shimmering and bright, this indoor/outdoor space is the largest League dining room with a completely open kitchen and an oyster bar. Access through our Sansom Street entrance invites a smart casual dress code year-round. This space was named after the venerable architect, Horace Trumbauer. His original 20th century design pays homage to traditional elements and sophisticated elegance while infusing club culture in a dynamic, fun atmosphere. Chefs Martin Hamann's and Ed Vadden's expansive menu offers signature dishes ranging from tartare to pizza to wood-fire steaks to vegetarian dishes matched only by the rooftop views of Center City. Members and guests are invited to Trumbauer's to make new memories at the League's newest amenity.

**RESPONSIBILITIES:**

Member Service:

- Creates a welcoming ambiance and maintains proper standards in the front of the house.
- Responds to member requests and inquiries in a timely manner. Welcome/address feedback.
- Maintain physical presence during times of high business volume and at League-wide events.
- Develops consistent outreach strategies to keep Trumbauer's top of mind to the membership.
- Be comfortable and happy engaging with membership. Always willing to give a "plus one" experience.
- Utilizes and embraces technology and various platforms to understand our members and guests.



#### Administrative:

- Participates in appropriate weekly, monthly, and annual meetings.
- Follows and enforces Employee Handbook policies and League House By-Laws.
- Hires and trains bussers, hosts, food runners, servers, and bartenders with Dining Room Manager. Schedules staff based on hours and events in the space and the rest of the League House.
- Recognizes talent in staff and promotes from within when possible.
- Understands budget goals (revenue and labor). Reforecasts to set attainable goals.
- Responsible for reviewing menus. Participates in food and wine tastings with staff.
- Researches food and beverage trends and presents new ideas to Dining Room Manager and Director of Dining.
- Markets the dining room through various mediums (i.e.: emails, newsletters, phone calls, and social mediums).
- Reaches out purposefully to target markets including top users and new members.

#### Operations:

- Conducts daily pre-shift meetings to ensure all staff adheres to the dress code and is prepared for service.
- Assists with a wine list with Director of Dining to complement the tastes of our members.
- Plans room set-up based upon anticipated flow.
- Maintains opening and closing checklists for each area/station within the dining room and develops a weekly/monthly checklist.
- Coaches and takes corrective actions with staff and members. Communicates actions to Director of Dining and HR when necessary.

#### SKILLS AND REQUIREMENTS:

- While a college degree is preferred, professional certifications and relevant experience are vital.
- 2+ years of food and beverage experience, private club experience preferred
- Wine and beverage knowledge
- Technical experience and aptitude with Jonas, Beverage Metrics, MS Office, and ADP
- Experience communicating with members and/or customers using social media is a plus.
- Work schedule will include nights, weekends, and holidays
- Mandatory dates: New Year's Eve, New Year's Day, Easter, Mother's Day, Fall Ball (1st Saturday in November), Thanksgiving Day, and Family Christmas (1st Sunday in December)
- Please note: Other Mandatory Dates may occur

#### COMPENSATION:

- The salary is open and commensurate with qualifications and experience.
- The club offers an excellent bonus and benefits package.



- Educational funding for employees and scholarship opportunities for employee children and grandchildren
- Two weeks' vacation after one year (for full-time employees)
- 401K retirement plan with employer match of up to 6% (for full-time employees)
- Choice of three Blue Cross health plan products (for full-time employees)
- Dental insurance (for full-time employees)
- Employer-paid life insurance and disability program (for full-time employees)
- Exposure to national marketing
- Opportunities for promotion from within
- Staff meal offered daily in employee cafeteria