

CANDIDATE PROFILE

Dining Manager

Spring Lake Golf Club

901 Warren Ave

Spring Lake, NJ 07762

www.springlakegolfclub.net



Organization:

Founded in 1898, Spring Lake Golf Club is a Private Golf Club located in the heart of Spring Lake Heights. Spring Lake is considered the "Crown Jewel" of the Jersey Shore. We are located just a stone's throw away from some of the best beaches on the East Coast. Our Club features an 18-hole Championship Golf Course and high-volume professional dining and event spaces. The focus of our operation is providing our membership with the best Club experience and satisfaction while executing at the highest level of service.

Position Overview:

The Dining Manager oversees the on-floor dining operations within the Club and ensures that members and guests receive exceptional service and high-quality dining experience. This position will manage 60 in-season and 40 off-season Food and Beverage employees. The Dining Manager will be supported by the Assistant General Manager and Assistant Food and Beverage Director. This role is highly visible in all dining spaces.

Candidate Qualifications:

The ideal candidate must thrive and have the energy to maintain service levels in a fast-paced, high-volume environment. The candidate will have strong organizational and interpersonal skills with an understanding of how to deliver exceptional member services. The Dining Manager will be highly visible, assisting on the floor daily to ensure quality service is provided to members. Strong teamwork and leadership abilities to guide the team through successful services.

Service Key Responsibilities:

- Maintains cleanliness and sanitation of Food and Beverage areas, glassware, and equipment through regular inspections.
- Inspect dining room employees to ensure that they are always in proper and clean uniforms.
- Trains Food and Beverage personnel according to established club procedures.
- Works with the ENTIRE leadership team and others to ensure efficient service in all the club's outlets and special functions.
- Inspects to ensure that the club's sanitation, safety, energy management, preventive maintenance, and other programs are implemented and complied.
- Works with the Accounting Department to ensure that all record-keeping procedures are consistently followed.
- Receives and resolves complaints appropriately from club members, guests, and others. Communicating complaints along the way.
- Successfully manage and navigate gaps in service ensuring a positive experience.
- Assists in service and tableside cookery, as needed.
- Works with Executive Chef and Culinary Team to update, review, and print weekly menu changes.
- Plans and develops training programs and professional development opportunities for himself or herself and all other Food and Beverage personnel.
- Attendance of staff and management meetings.
- May serve as the club's opening or closing manager or manager on duty.

Beverage Key Responsibilities:

- Develops and maintains a bar product and supplies inventory system for alcoholic beverages including wines, non-alcoholic beverages, mixers, glassware, and other bar supplies.
- Plans for promotional strategies and materials; develop recipes to improve the beverage program for members and guests.
- Maintains an adequate supply of liquors, wines, beer, and other beverages with an effective inventory management system.
- Maintains and keeps current beverage-related training manuals.
- Assures that all laws applicable to beverage operations are consistently followed.
- Works with the Sommelier on wine programming.
- Keeps current with changing member preferences and industry trends related to the beverage operation.
- Monitors bar closing procedures (checklist) and assures them that the area is secure.
- May serve as a bartender if needed.
- Plans special liquor, beer, and wine promotions for members.
- Assures that the club's policies and procedures for selling alcoholic beverages are consistently followed in all beverage outlets and at all club functions.

Preferred Qualifications:

- A degree in hospitality or a related field is desirable but not necessary.
- A minimum of two years' assistant management or supervisory experience in a fast fast-paced high-end restaurant or private country club.
- Highly organized and with a strong record of record-keeping
- Ability to interact and engage with the membership to ensure proper execution of members' expected experience
- Proficient in Microsoft Office and NorthStar (POS)

Competitive Compensation:

This is an hourly wage position with gratuity pool earnings. Standard Club benefits include health, dental, vision, and life insurance.

Instructions on How to Apply:

Professionals who meet or exceed the established criteria are encouraged to send their current resume and cover letter to HRspringlakegolf@gmail.com.