



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
DIRECTOR DINING OF SERVICES
Blythefield Country Club
Belmont, MI

Blythefield Country Club is seeking an experienced Director of Dining Services to lead our service teams with a team-first and collaborative mindset. The successful candidate will have a proven track record of developing service programs, providing an exceptional workplace environment and being a visible leader for the staff, members, and invited guests.

The candidate selected must possess a servant heart, enjoy a high energy environment, endorse collaboration and desire to be a part of a professional, tenured team. Excellent communication and organizational skills are also required.

JOB DUTIES

- Hires, trains, supervises, schedules, and evaluates all front of house staff for the Clubhouse (including banquets), and the Aquatic Center.
- Plans operating budget for dining service responsibilities.
- Works with Executive Chef to update, review and print weekly menu changes.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are followed.
- Maintains contact with members and helps to assure member satisfaction.
- Interacts with members answering questions, solving problems, overseeing services and cleanliness, and showing the club facilities to visitors.
- Monitors labor; evaluates scheduled and actual labor hours and costs.
- Research new products and develop an analysis of their costs and benefits.
- Works with Human Resources Department staff to develop long-term staffing needs for the front-of-house food and beverage department.
- Monitors employee dress code.
- Conducts training and other meetings with department staff.
- Completes other appropriate assignments as directed by the General Manager.
- Confirms time, attendance and hours worked and approves weekly departmental payroll.
- Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.
- Serves as a conduit between the dining room and kitchen staff.
- Assures that standard operating procedures are in place to ensure all work is accomplished and that cleaning of equipment and storage areas is completed according to schedule.
- Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- Assures the correct appearance, cleanliness and safety of dining room areas, and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Makes suggestions about improvements in dining room service procedures and layout.
- Assures that the dining room and other club areas are secure at the end of the business day.



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- Maintains an inventory of dining room items including silverware, glassware, flatware, China, necessary service ware, holloware, linen and disposables, ensuring proper storage and care.
- Maintains beverage and wine programs, including inventory, costing, and ordering.
- Develops and maintains the dining room reservation system.
- Develops and implements an ongoing marketing program to increase dining room business.
- Monitors dining room labor and supplies budget; adjusts to achieve financial goals.
- Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and to control costs.

BACKGROUND/EXPERIENCE

- Responsible for management of dining room service in the main clubhouse.
- Maintains a high level of member contact throughout service hours.
- Knowledge of and ability to perform required role during emergency situations.
- Knowledge of Point-of-Sale Management
- Tips certification preferred or other comparable alcohol training certificate.
- Serve Safe certification preferred or other comparable food safety certificate.

REPORTS TO

General Manager

DIRECT REPORTS

Front of House Service Team

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Required to stand for long periods, walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Ability to work in a variety of environments and seasons.

THE CLUB OFFERS

Annual salary commensurate with experience. Salary range: \$85,000 - \$95,000. High-quality benefits package to include insurance, bonus, and CMAA allowance.

CLUB OVERVIEW

Located just north of Grand Rapids, MI, Blythefield Country Club is the preeminent private member-owned club in western Michigan. Home of the Meijer LPGA Classic, the Club has recently completed a \$3.4 million golf course renovation and is in the final stages of a \$17 million dollar renovation of the Clubhouse, Aquatics Center and Racquet Sports area.



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Founded in 1928, Blythefield has hosted national level tournaments with participation by many of the greatest names in golf including Walter Hagan, Gary Player, Arnold Palmer, Sam Snead, and more recently Ricky Fowler, Lexi Thompson, Brooke Henderson, Nelly Korda, and Jennifer Kupcho.

Along with the championship course, Blythefield offers swimming, tennis, fitness, upscale casual dining, event spaces, and a lifestyle that delivers on the wants, needs and desires of the membership.

CLUB DETAILS

- 18-Hole Golf Course, par 72
- 2 Outdoor Hard Tennis Courts
- Outdoor Swimming Pool
- Fitness Facility
- Informal Dining Room - seats 100
- Formal Dining Room - seats 24
- Ballroom - seats 220
- Outdoor Dining - seats 100
- Meeting Room - seats 50

- Website: <https://www.blythefieldcc.org/>

CLICK HERE TO APPLY