

**Dining Room Manager**

**Beacon Hill Country Club**

**Atlantic Highlands, New Jersey**

**DINING ROOM MANAGER OPPORTUNITY AT BEACON HILL COUNTRY CLUB**

An amazing opportunity exists for candidates with a successful track-record of leadership and exceptional financial operations management. Located in Atlantic Highlands, New Jersey, Beacon Hill Country Club (BHCC) is searching for a Dining Room Manager. BHCC combines a challenging, 18-hole golf course, swimming pool and clubhouse. This is a wonderful opportunity to be part of a professional and high-performing team in an active and family-focused club.

**BEACON HILL COUNTRY CLUB & THE COMMUNITY**

Established in 1899, Beacon Hill Country Club (BHCC) in Atlantic Highlands, New Jersey, sits high on a hill with breathtaking views of the Sandy Hook Bay and the New York skyline. The Club enjoys convenient access to Manhattan via ferry and the N.J. Transit.

Beacon Hill Country Club embodies a rich and dynamic heritage which accurately depicts the Club’s ongoing commitment to development and modernization. The Club’s history spans over 100 years, from 1899 when its original name was the Highland Club. 2007 marked the opening of the Club’s state-of-the-art, 40,000 square foot, new clubhouse.

The highlight of Beacon Hill Country Club is our beautiful yet challenging 18-hole golf course. Over 100 years old, the course has recently been modernized and redesigned hole by hole by renowned golf course architect Jim Nagle. The recent golf course investment has proven to attract many new members with diverse ranges of talent, from beginners to pros.

Beacon Hill Country Club is also in the process of developing a new practice facility as well as a new racquets facility.

**BEACON HILL COUNTRY CLUB WEB SITE**: [www.beaconhillcc.org](http://www.beaconhillcc.org)

**ORGANIZATIONAL STRUCTURE**

The Dining Room Manger reports to the Clubhouse Manager at BHCC.

**BEACON HILL COUNTRY CLUB POSITION OVERVIEW**

The Dining Room Manager (DRM) will work closely with the Clubhouse Manager (CM). He/She Assures a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food service. Supervise and train dining room staff. Manage within budgetary restraints. Develop and implement programs to increase revenues through repeat business and higher check averages.

**PRIMARY FUNCTIONS**

Designs floor plans according to reservations.

Plans dining room set-up based on anticipated guest counts and client needs.

Takes reservations, checks table reservation schedules and maintains reservations log.

Greets, and seats members and guests.

Inspects dining room employees to ensure that they are in proper and clean uniforms at all times.

Hires, trains, supervises, schedules and evaluates dining room staff.

Confirms time, attendance and hours worked and approves weekly departmental payroll prior to submitting it to the Payroll Office.

Produces daily or meal-period revenue analyses and other reports from point of sale (POS) systems used in the dining room.

Performs daily POS closeout and tip distribution requirements (if applicable). Verifies proper distribution of tips and hours for employees and submits to Payroll Office.

Provides appropriate reports concerning employee hours, schedules, pay rates, job changes, tip pools, etc.

Receives and resolves complaints concerning dining room service.

Serves as liaison between the dining room and kitchen staff.

Assures that all side-work is accomplished and that all 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.

Able to lead staff through all service types such as American, Russian, French and Buffet.

Assures the correct appearance, cleanliness and safety of dining room areas, equipment 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.

Trains staff on all aspects of the POS system.

Develops and supervises the revenue control system.

Assures that the dining room and other club areas are secure at the end of the business day.

Maintains an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls and linen and ensures that they are properly stored and accounted for.

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; makes adjustments to achieve financial goals.

Utilizes computer to accurately charge members, create forecast and revenue reports and write correspondence.

Develops and continually updates and refines policy and procedure manuals for service staff to increase quality and to control costs.

Assists in service and tableside cookery, as needed.

Attends scheduled staff meetings.

Plans operating budget for dining service responsibilities.

May serve as club’s opening and closing manager or manager on duty.

Works with Executive Chef to update, review and print weekly menu changes.

Assists in developing wine lists and beverage promotions.

Tracks wine sales.

Assures that local and state laws and the club’s policies and procedures for the service of alcoholic beverages are consistently followed.

Performs other appropriate assignments and projects as required by the Food and Beverage Director.

**CANDIDATE QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A minimum of 4 years related experience in an upscale environment required -- such as a private club, resort and/or hospitality.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to vendors/suppliers, members, and other employees of the Club.

Proficient in Outlook and Internet applications. Working knowledge of Word Processing and Spreadsheet applications. Familiarity with various Graphic’s programs desirable.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Professional, articulate, friendly, and punctual.

Possesses and exhibits the drive to provide exceptional Member service.

Full-time flexible hours are required (able to work days, nights, weekends, holidays).

Must be able to stand/walk for 8 hours.

Proficient in POS systems, Jonas a plus.

Professional appearance appropriate for a premier country club.

**SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package. Health insurance, vacation, and other benefits per company policies.

Please submit your **cover letter**, **resume** and **references** in a pdf format directly to:

Alexander Mueller, CCM

General Manager

Resume Deadline: February 7, 2025