



## **Assistant Restaurant Manager – [Apply Here](#)**

Bluffton, SC

### **Description**

#### ***Assistant Restaurant Manager***

***An Opportunity is waiting for you.***

#### **Join Our Team at the Prestigious Colleton River Club!**

Are you ready to take your career to new heights? Do you have a passion for providing exceptional service and want to work in an upscale environment? Would you enjoy working in the most beautiful place in the Lowcountry? Are you energetic, reliable, and a responsible team player? Look no further than the Colleton River Club! We are currently seeking talented and dedicated individuals to join our esteemed team, as the assistant restaurant manager, in delivering warm and gracious hospitality to our members and guests.

The Assistant Restaurant Manager position reports to the Colleton River Restaurant Manager and in this position the individual is responsible for the day-to-day food and beverage operations of clubhouse activities, restaurants, and cafes.

#### **Job Summary:**

To be successful in this role the individual must have a natural affinity for people, demonstrate positive leadership, and enjoy interacting with both members and staff to ensure that impeccable service is being provided. This individual must have exceptional interpersonal skills, attention to detail, and be results driven. In addition to management functions the ability to motivate staff and supervise is essential. The employees of Colleton River Club are the most important asset of the club and treating them with the utmost respect, rewarding their efforts, nurturing a positive culture, and being empathetic to circumstances that occur outside of the workplace allow us to retain staff during this difficult hiring marketplace.

#### **Why Work With Us?**

**Team Spirit:** Join a close-knit team that values collaboration, mutual respect, and support. We foster a positive work environment where everyone's contributions are celebrated.

**Breathtaking Location:** Nestled in the heart of the Lowcountry, our country club offers stunning vistas, picturesque landscapes, and a serene atmosphere. Embrace the beauty of nature as you work in this idyllic setting.

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**World-Class Facilities:** As a team member at the Colleton River Club, you'll work at top-notch facilities that will make you proud to be a part of our exclusive community. Our members enjoy lush golf courses, state-of-the-art tennis courts, a luxurious swimming pool, and more.

**Professional Growth:** At Colleton River Club, we believe in investing in our employees' growth and development.

**Recognition and Rewards:** Your dedication and hard work won't go unnoticed. We take pride in recognizing and rewarding excellence, whether through performance bonuses, accolades, or advancement opportunities.

**Employee Dining:** As an employee, you'll have access to a free employee meal, prepared by culinarians who have a passion for what you eat.

**Exclusive Events:** Be part of the team that organizes and executes prestigious events that draw guests from far and wide. From gala dinners to extraordinary Club fine dining, you'll be at the heart of creating memorable experiences.

## **Duties and Responsibilities:**

- The Assistant Restaurant Manager works in collaboration with the Restaurant Manager and the Director of Food & Beverage to manage labor and material purchases in accordance with budget
- Responsible for accountability of member and guest experience and maintaining a culture of hospitality and teamwork.
- Collaborates with the culinary team on steps of service, training of the staff, food and wine pairings, and menu development.
- Assures all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Leads daily line-ups with the service staff to communicate club information and training subjects.
- Assists in staff scheduling and accountability amongst the team.
- Motivates direct reports and has clear communication with them daily.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
- Ensures correct handling procedures are utilized by staff to minimize china and glassware breakage and food waste.
- Greets guests, oversees service, and drives high performing teams to implement better guest experiences.
- Inspects dining room employees to ensure that they are always in proper and clean uniforms.

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- Provides support during events and banquets, ensuring smooth operation and exceptional service.
- Confirms time, attendance, and hours worked and approves weekly departmental payroll prior to submitting to payroll.
- Assures all side-work is accomplished and that all cleaning of dining room areas and storage are completed.
- Maintain inventories of beverage, china, glassware, and silver in all areas in collaboration with Executive Chefs.
- Participate in weekly and monthly meetings as necessary.
- Performs daily POS closeout.
- Addresses members' questions and complaints and advises the Director of Food & Beverage and Director of Culinary about appropriate corrective actions taken.
- Maintains records of special events, food covers, and daily business volumes.
- Maintains appearance, upkeep, and cleanliness of all food and beverage equipment and facilities.

## **Lifestyle Schedule:**

- Open availability Monday-Sunday
- Weekends
- Holidays
- Evenings
- Mornings

## **Lifestyle Atmosphere:**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job.

- Occasional bending, stooping, lifting, pulling.
- Stand for the entire shift and walk for long periods of time without rest or sitting down.
- Repetitive actions and sitting at a computer for prolonged periods of time.
- Able to lift and move up to 50 pounds.
- Able to walk up and down stairs, as needed.
- Required to drive between two clubhouses transporting product.
- Able to walk up and down stairs, as needed.

## **Benefits:**

- Health Insurance

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- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability Insurance
- Supplemental Insurance Including: Critical Illness, Accident, and Hospital Indemnity
- Flexible Spending Account
- 401(K) with matching up to 4%

In addition to the benefits listed, Colleton River Club offers other **Perks** and **Features** that support your career and well-being and make it an excellent place to work.

- Employee Meals (valued at **\$1,250** per year)
- Rich Employee Anniversary Reward Program (**\$100** per year of service, every year)
- Employee Referral Program (**\$1,500** per year per referral)
- Company Shared Cost of Employee Dental and Vision Plans
- Employee Discount in the Golf Shop
- Generous PTO Policy
- 6 Paid Holidays Including an Additional Floating Holiday of Your Choosing
- Personal and Professional Development
- Financial Retirement Planning
- Golf Privileges

## **How to know if you are the individual for this career opportunity?**

Do you exemplify the personal characteristics below?

- Adapts easily to fast-paced, ever-changing situations, member expectations, and short-term changes due to reservation changes or walk-ins
- Builds rapport well and maintains positive win-win relationships with their team, internal partners, Members, and guests
- Attains a high-level of professional presentation including attire, attitude, judgement, attention to detail, and discretion.
- Able to confidently work with a diverse group of people and interface with all levels of management.
- Seen as honest, possessing integrity, strong sense of ethics, and act as a team player
- Possesses an eye for detail and willingness to roll up sleeves and pitch in
- Resourceful, efficient with sense of urgency, quick learner, and dependable
- An advocate for superior member/customer service
- Able to effectively manage time between long-term and short-term planning requirements

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## Qualifications:

- Three to five years' experience of dining room/banquet supervisory experience
- Previous experience at a private club or hotel
- High school diploma or GED required
- Bachelor's degree preferably with an emphasis in Hospitality is preferred
- Proven track record of spearheading new projects or assigned responsibilities on time and within budget with minimal supervision.
- Strong, analytical, and problem-solving skills
- Demonstrated ability to communicate effectively, including proficiency in clear, concise, and compelling written and verbal communication skills, as well as listening and proof reading
- Excellent organizational and interpersonal skills, strong working knowledge of computer software such as Microsoft Office, Microsoft Excel, Adobe Acrobat, and internet capabilities
- Flexibility to work schedule each week to include evenings, weekends, and holidays as per the event calendar
- Experience with Jonas POS system preferred

**If you're ready to put your amazing customer service skills to work by offering our members and guests the greatest positive experience ever, we can't wait to meet you!**

*Colleton River Club is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, gender identity, or any other characteristics required by law.*

**To Apply**, please click [here](#).

For more information, please contact **Colleton River Club Human Resources** at [rachelk@colletonriverclub.com](mailto:rachelk@colletonriverclub.com) or [sherris@colletonriverclub.com](mailto:sherris@colletonriverclub.com)