



Jupiter Island Club

JOB DESCRIPTION

Jupiter Island Club is looking for a Year-Round, Full-Time, experienced Dining Room Manager with extraordinary service standards and excellent interpersonal skills. Country Club experience is preferred.

Compensation is commensurate with experience and includes a bonus potential.

Jupiter Island Club's generous benefits package includes the option for medical, dental, vision and pet insurance. Life Insurance is provided. Voluntary insurance products are available and 401(k) with company match plus munificent Holiday, personal and vacation time.

Please apply online at www.Jupiterislandclub.com/employment

Job Title: Main Club Manager
Job Number: 012-521
Department: Food & Beverage
Reports To: Assistant Food and Beverage Manager
FLSA Status: Exempt
Date: 2022

SUMMARY: The Main Club Manager is responsible for overseeing all aspects of dining room operations within the Main Club including the cleanliness and timeliness of food service, and the effective execution of banquets. The Main Club Manager's areas of responsibility will include all dining areas as well as banquet rooms, living room and any other Club area related to the dining facility. The Main Club Manager shall maintain these facilities and services at the highest quality level while creating a warm and friendly environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES and other duties as may be assigned related to this position.

Works closely with the Assistant Food & Beverage Manager to ensure Member satisfaction.

Schedules daily line ups and re-caps with the waitstaff to communicate policies, daily assignments and menu and beverage changes and to disseminate information, discuss problems and solutions, etc.

Assures that all staff adheres to uniform and hygiene standards.

Consistently monitors and enforces all rules and regulations as set forth in the Club's Employee Handbook.

Counsels with other food and beverage managers to immediately deal with employee grievances and complaints, and provides prompt, fair and reasonable resolutions to problems and issues.

Responsible for checking weekly work schedules; works closely with the Asst. F&B Manager to ensure proper budgeting guidelines and proper levels of staffing are met.

Orients, trains, and supervises dining room captains, servers, runners, bus staff and all other service staff.

Interfaces and co-manages bar staff with Beverage Manager.

Maintains an accurate account of each employee to ensure they are following proper guidelines and procedures.

Ensures that the restaurant, lounges and private dining rooms are run in an efficient manner, and proper service is offered at all times according to manuals and training programs.

Maintains a high level of Member contact during service hours.

Handles Member and guest routine comments in a professional manner and according to established policies and refers any significant issues to the Food and Beverage Manager.

Walks through dining facilities and related areas before and after each dining period to assure everything is in proper order. Inspects the room including silverware, chairs, linen, floor, and server stations.

Reviews entire Main Club area for Housekeeping & Maintenance issues daily. This includes Living Room, Reed Room, Library, Terraces, etc.

Coordinates with dining reservations and prepares floorplans for a la carte service, packets for special Club events and/or holiday functions, etc.

Programs and maintains POS systems for all dining periods in the Main Club.

Completes end of shift reports daily per shift in accordance with established standards. Checks and corrects all shift reports completed by captains.

Prepares daily reports detailing sales, problems, complaints, ideas, employee feedback, etc

Oversees the appearance of all silver and hollowware and the execution of all maintenance programs to maintain these items and equipment.

Conducts monthly inventory of all silverware and hollowware.

Participates as an active member of the management staff in improving the service and operation of the Club.

Fosters a teamwork spirit within the staff. Assists in developing incentive programs and other morale-boosting programs to ensure a high level of enthusiasm in the service staff.

Conducts employee performance reviews.

Makes sure all safety rules have been followed and take care of reports in accordance with Club policy.

Presents a professional image through dress and demeanor both on and off Club premises.

Anticipates the needs/requests of service staff, members and guests, so we may provide “proactive” service at all times.

Performs other duties as assigned.

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.

EDUCATION AND/OR EXPERIENCE: Associate’s degree or equivalent from two-year College or technical school and three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Florida Safe Food Handling Certificate preferred. Florida Safe Serve Alcohol Certificate preferred. Valid driver’s license required for driving of club golf carts and company vehicles.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch or crawl; and climb or balance. The employee is regularly required to lift and/or move up to 25 pounds and is occasionally required to lift and/or move up to 50 pounds. To perform the essential functions of this job, the employee must have the sensory abilities to taste, hear, speak and smell. The employee must be able to identify and distinguish colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and is occasionally exposed to wet, humid conditions (not weather related); extreme heat and cold (not weather related); fumes and airborne particles; toxic or caustic chemicals; and moderate noise and vibration. The employee regularly works near mechanical parts; works in high, precarious places; and could be subjected to the risk of electric shock.