

Job Title: Assistant Dining Room Manager**Classification: Exempt****Role Description**

This position assists in managing our full-service food and beverage outlet daily and coordinating special events. Primary duties include ensuring each meal period runs smoothly, assisting wherever needed in the outlet; performing routine table checks; responding and adjusting staffing levels to occupancy changes; working to reduce payroll while increasing productivity; overseeing the supervisory staff as well as designated trainers and hourly associates; and supporting the training program and efforts of the staff.

Key Responsibilities

- Supports and manages the club outlets while working closely with the Restaurant Manager and other club departments.
- Responsible for short- and long-term planning of all outlets, including the Restaurant, Lounge and Pool Areas.
- Lead and coach the team towards achieving exceptional guest service and employee satisfaction results.
- Full understanding of Associate engagement.
- Ability to take the initiative to run the outlets as a free-standing entity.
- Opening and closing restaurant.
- Appointing, inducting, and mentoring new staff members.
- Scheduling shifts and assigning tables to servers and serve assists.
- Resolving member's questions and grievances in a professional manner.
- Plan and executive timely and inspirational pre-shift meetings per meal period
- Administer ongoing training/role playing/menu review of the Team
- Schedule and run inventory and set up production areas.

The ideal candidate will have the following experience, skills, and knowledge:

- College degree in a hospitality related industry, preferred.
- High school diploma or equivalent, required.
- Must have two years' experience in the food and beverage industry.
- Previous supervisory, leadership, management, and coaching skills, preferred.
- Knowledge of different types of food and beverage production.
- Knowledge of different types of wine and spirits and their service.
- Must be TABC certified.
- Experience in customer service; club experience preferred.
- Requires a high degree of problem-solving abilities.
- Ability to get along well with others, to demonstrate flexibility and patience, to work as a member of a team.
- Ordering experience.
- Detail oriented and self-motivated.
- Maintain a clean, safe, and environmentally responsible work environment.
- Must have a high regard for personal appearance and hygiene.
- Maintain proper associate uniform standards and footwear.

- Strong leadership skills with an affinity for capacity development.
- Excellent conflict resolution abilities.
- Innovative, trustworthy, and impartial.
- Ability to work evenings, weekends, and holidays.

The ideal candidate will have the following competencies and qualities:

- This person in this position will have to have excellent communication skills.
- Have a basic level of computer knowledge.
- Proficient with Microsoft Word and Excel.
- Have some experience with Jonas Operating Systems.
- Requires flexibility of schedule, creativity, social and interpersonal skills, decision making ability, initiative, and sense of urgency.
- Moderate lifting and carrying, 15-45 pounds.
- Able to bend stoop, reach and stretch repetitively.
- Must have normal vision with corrective lens.
- Sit for extended periods of time.
- Stand for extended periods of time.
- Walk as a daily routine.
- Able to distinguish odors.
- Must be free of infectious or communicable diseases transmitted by food handling.

Dallas Country Club is an Equal Opportunity Employer that does not discriminate based on sex (including gender identity, pregnancy, childbirth, or related medical conditions), gender, race, religion, ethnicity, national origin, political affiliation, citizenship status, physical or mental disability, genetic information, marital status, age, sexual orientation, military service, veteran status, or any other status protected by federal, state, or local laws. The company's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.