

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

Dallas Country Club is currently seeking a qualified individual for a Dining Room Manager. This role is responsible for managing the day-to-day operation of club outlets. This position is also ultimately responsible for the quality and consistency of the service provided and ongoing training for the staff.

Key Responsibilities

- Supports and manages the club outlets while working closely with the Director of Food & Beverage and other club departments.
- Responsible for short- and long-term planning of all outlets, including the Restaurant, Lounge and Pool Areas.
- Ensure effective hiring, training, development, promotion, and continuous reinforcement.
- Lead and coach the team towards achieving exceptional Member service and employee satisfaction results.
- Full understanding of Associate engagement.
- Develop and implement creative strategies for revenue enhancement and cost containment.
- Develop and recommend the budget, marketing plans and objectives.
- Plan, coordinate & manage special events and holiday functions.
- Ability to take the initiative to run the outlets as a free-standing entity.
- 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.
- Scheduling, beverage inventory, and set-up production areas.
- Work with Restaurant Sous Chef in weekly planning for menus, dining room features, and service staff training.
- Plan and executive timely and inspirational pre-shift meetings per meal period.
- Administer ongoing training/role playing/menu review of the Team.
- Execute proper daily requisitions of goods, and keep detail on glass, china, silverware pars.

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 5 years' experience in the food and beverage industry.
- Previous supervisory, leadership, management, and coaching skills.
- Strong management, organizational and follow-up skills
- 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.
- Communicate effectively with the general public.
- 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.