



Job Title: Dining Room Manager- PM Shift

Company: The Austin Club

Location: 110 East 9th Street
Austin, Texas 78701

Job Type: Full-Time

About Us: The Austin Club is an esteemed and historic private social club located in the heart of downtown Austin. We have been providing exceptional dining, events, and social experiences to our members for over a century. We are currently seeking a passionate and dedicated Dining Room Manager to lead our evening service team.

Job Description: As the Dining Room Manager for the PM Shift, you will play a crucial role in maintaining the highest standards of service and hospitality for our members and guests. You will lead and inspire the evening service team to deliver exceptional dining experiences while ensuring smooth operations in the dining room. Key responsibilities include:

- **Supervision:** Lead, train, and supervise front-of-house staff, including servers and bartenders.
- **Service Excellence:** Ensure the highest level of service and hospitality is provided to all guests.
- **Operations:** Oversee daily dining room operations, including table assignments, reservations, and special requests.
- **Quality Control:** Maintain the quality and presentation of food and beverages.
- **Member Relations:** Address guest inquiries, concerns, and feedback promptly and professionally.
- **Inventory and Ordering:** Monitor inventory levels and place orders for supplies as needed.
- **Team Development:** Foster a positive working environment and promote staff development and growth.

Requirements:

- Previous experience in a similar role within the hospitality industry.
- Strong leadership and communication skills.
- Exceptional attention to detail and commitment to service excellence.
- Ability to work evening shifts, weekends, and holidays.
- Knowledge of food and beverage service, including wine and spirits.
- Familiarity with POS systems and restaurant management software is a plus.

Benefits:

- 5 Day Work Week most weeks (Tuesday- Saturday)
- Competitive salary and benefits package.
- Opportunity to work in a prestigious and historic club in the heart of Austin.

- A supportive and collaborative team environment.
- Free meals and non-alcoholic beverages

How to Apply: If you're a passionate hospitality professional with a commitment to excellence, we'd love to hear from you. Please send your resume and a cover letter outlining your relevant experience and why you're interested in joining The Austin Club as our Dining Room Manager for the PM Shift.

Email your resume and cover letter to:

Mr. Ken Richardson CCM
General Manager
kenr@austinclub.com

The Austin Club is an equal-opportunity employer. We encourage candidates of all backgrounds and experiences to apply.