

Salisbury Country Club

Assistant Clubhouse Manager



Reports to: Clubhouse Manager

Supervises: Food & Beverage Staff, Catering Support Staff

Preferred Education and Experience

- Bachelor or Associate degree
- Minimum of three years of experience in catering operations
- Knowledge of the private club industry's food and beverage operations

Position Requirements

- Solid understanding of event planning, management, and execution
- Ability to lead and work in a team environment
- Excellent communication and organization skills; must be detail oriented
- Highly customer service oriented
- Strong computer skills
- Maintain knowledge of industry trends in special events and catering
- Ability to adapt and respond quickly
- Knowledge of and ability to perform required role during emergency situations

Job Summary (Essential Functions)

The Assistant Clubhouse Manager is responsible for assisting in day to day food and beverage operations. The primary focus will be on the oversight and execution of club special events. The Assistant Clubhouse Manager will work with banquets and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Responsibilities include but are not limited to the following:

- Manage, supervise and train main dining room and banquet staff.
- Coordinate banquets and in-house special events with the Catering department.
- Floor supervision during restaurant and banquet service.
- Assist with the overall direction, execution, coordination, ongoing evaluation of the F&B and Banquet operations.
- Interact with members and ensure the quality of guest and member service.
- Maintain reservations via website and phone and make updates to the Club website. Create and revise event ads.

- Address and resolve employee issues and union grievances.
- Lead, develop and hold accountable Salisbury Country Club standards and procedures for the Food and Beverage staff including guest service standards and Food and Beverage guidelines.
- Conduct daily pre-shift meetings, monthly departmental meetings and comprehensive training sessions to include but not limited to service standards, daily operational updates, menu items/specials and safety.
- Assist in creating the Food and Beverage budget.
- Maintain the inventory for glassware, silverware, coffee pots etc. and ordering supplies to replenish stock.
- Act as a Manager on Duty for Front Desk and Food and Beverage Operations
- Opening and Closing responsibilities of the Clubhouse.
- Manage Club Essentials POS and food and wine menu revisions.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach
- Push, pull or lift up to 50 pounds
- Continuous repetitive motions
- Ability to work in hot, humid and noisy environment

To apply

Please send your resume, cover letter and references to Dan Jordan, Clubhouse Manager at careers@salisburycountryclub.com