

## Spring Lake Country Club – Dining Room Manager

Located near the beautiful beach-side communities of Grand Haven / Spring Lake, Michigan, **Spring Lake Country Club** was founded in 1911 with a commitment to enrich the lives of our members and their guests. To continue this commitment in member service excellence, we are expanding our experienced Management Team, and are recruiting a **Dining Room Manager** to assist with staff supervision, member service, and will include a role in providing service in the bar and/or dining room as needed.

Expectations and Skill Set:

- Accountability in supervising staff adherence to club standards
- Consistently work to achieve and maintain member service excellence
- People Management
- Process Improvement: continued training of staff, including participation in strategic planning
- Team Player - encourage others and support team members
- Assist in overseeing bar information, including inventory accountability
- Administrative duties related to member dining
- Organizational skills, computer skills, math/financial skills
- Excellent communication and interpersonal skills

Tasks include (but are not limited to):

- Maintaining shift checklists/accountability
- Monitoring staff behavior/language/appearance
- Monitoring consistency and quality of service to ensure excellent member experience
- Review with staff service standards and knowledge on a day to day basis
- Follow up on new staff training
- Encourage participation in Strategic planning and Staff Promise
- Day to day Organization of incoming deliveries
- Monthly inventory and updating for financials
- Maintaining menus (food and wine)
- Creating drink and wine features
- Daily billing for member dining and functions
- Updating drink/menu specials, pre-meal sheets
- Administrative tasks for Food & Beverage department
- Maintain an open line of communication between staff and management
- Relay member comments/concerns to management as needed

Qualified candidates will have at least 2 years of Food & Beverage experience in a supervisory role, be comfortable with Microsoft Office, and be flexible in scheduling. SLCC believes in developing and promoting staff from within, and this position has growth potential on the management staff. If you are interested in joining our dynamic hospitality team, please email your resume and cover letter to: Kevin Green, General Manager, [kevin@springlakecc.com](mailto:kevin@springlakecc.com)

We are located on picturesque Spring Lake at 17496 N Fruitport Road, Spring Lake, Mi. 49456