



Dining Room Supervisor

Job Summary

Supervises the overall member and guest experience in the dining area while using a hands-on approach to ensure Union Club standards are upheld. Provides direction and guidance to food and beverage team members as needed.

Essential Duties and Responsibilities

- Greets members and guests by name and with a smile
- Carefully supervises service staff to help ensure proper service
- Coordinate food service by communicating with the service staff and kitchen
- Acts as the point of contact for members and guests during banquet functions
- Inspects the condition of linen, silverware, menus, and other service items on a daily basis to insure the proper appearance
- Delegates duties to the service staff and ensures they are completed such as side duties, room setups, etc.
- Inspects dining facilities as a whole daily to ensure proper maintenance of equipment including chairs, tables, light bulbs, etc., and report any issues to management
- Receives and helps to resolve member/guest complaints and problems
- Audits the food and beverage checks for accuracy on a per-shift basis
- Move, lift, carry, push, pull, and place objects weighing approximately 25 pounds or less
- Must be able to work weekday mornings/evenings, weekends, and holidays as based on business levels
- Order beverage product
- Ensure work areas are clean and sanitized to commensurate with Health Department standards
- Improve and maintain beverage sales and profitability.
- Actively participate in menu engineering
- Other duties as assigned

Minimum Qualifications

- 2 years minimum experience in fine dining/restaurant management
- Private club experience preferred
- Wine Knowledge and certification enhances the value.

Competencies, Preferred Knowledge, Skills, and Abilities

- Strong leadership and communication skills
- Possess excellent knowledge of food and beverage items
- Proficient in Microsoft Office and Point of Sales Systems

Physical Demands and Work Environment

· Remaining in a stationary position, often standing or sitting for prolonged periods and communicating with others to exchange information.

Position Type and Expected Hours of Work

- Hourly, Non-Exempt
- 40+ hours per week

Travel

· Must be able to float throughout the club as required

Job Type: Full-time

Benefits:



UNION CLUB

OF CLEVELAND

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Shift:

- Day shift
- Evening shift
- Morning shift

Shift availability:

- Day Shift (Required)

Work Location: In person

Please email all resumes to DDGoins@theunionclub.org