

## **Assistant Manager**

Premier country club in west Houston area with an annual food and beverage revenue in excess of \$8.5 million (\$4.5 million in Banquet revenue), is actively looking for a Assistant Manager. We are looking for a dedicated professional with strong managerial and leadership skills, and the ability to work cohesively with a well-established and professional team. Amenities include A'la Carte dining, six Banquet rooms, casual dining room, two locker rooms, golf course, swimming pool with casual dining, and a tennis and fitness facility.

This position is responsible for assisting in the management of the F&B facilities and Member service areas to include Reception, Valet, Front Gate, Island (Halfway House) and Beverage Cart. Assure a high standard of appearance, hospitality and service in personnel and cleanliness of F&B areas in the manner most pleasing to members and their guests. Supervise and train employees and handle administrative duties. Ensure daily operations run smoothly, complete daily reports, and make recommendations to management. As an Assistant Manager, you are the first person your employees will turn to regarding a variety of matters such as addressing members' needs, organizing workloads, scheduling, tasks, etc. Professionalism and open lines of communication will be critical as you will also be expected to assist in implementing strategies and providing leadership throughout all areas of Clubhouse operations.

Responsibilities further defined:

- Assist in Member Dining Coverage
- Assists in Banquet Event Coverage
- Schedules personnel and plans room set-up based upon member/guest needs
- Greets and directs members and guests
- Inspects staff to ensure that they are in proper and clean uniforms at all times
- Helps select, train, supervise and evaluate staff
- Assists in providing appropriate reports concerning employee hours, schedules, pay rates, job changes, etc.
- Collaborates with the Executive Chef, Director of Banquets, and other Managers to ensure all details of Private and Club Events and Member Dining are understood and implemented
- Assures that pre-opening cleaning tasks are assigned and completed as required
- Directs pre-shift meetings with employees. Relays information and policy changes, and briefs employees.
- Inspects room(s) to ensure proper maintenance, cleanliness and safety
- Makes suggestions about improvements in F&B service procedures and layout
- Assists with the production of revenue analyses and other reports from the Point of Sale system
- Assists with service of food and beverages, and table clearing and resetting, as needed
- Enforces established rules, regulations and policies

- Assures that all safety, accident and emergency policies and procedures are in place and consistently followed
- Acts as Manager on Duty in the absence of the manager; may serve as opening or closing club manager
- Attends scheduled staff and committee meetings
- Assures that all laws applicable to beverage operations are consistently followed
- Interacts with purchasing department personnel relative to the procurement of beverage products and supplies
- Performs other duties as assigned

Qualified candidates will need to have excellent communication and organizational skills as they work closely with the catering department and executive kitchen staff to ensure the optimum success of the department.

A minimum of two years experience in the Food & Beverage industry with at least one year of supervision experience is required, as well as a working knowledge of Word and Excel. Prior Club experience and working knowledge of POS is a plus.

Compensation will be \$50k-\$55k based on experience along with an excellent benefits package including health, dental, vision, life, 401k, continuing education opportunities and a great working environment. Local candidates will be given first consideration.

Submit resumes via email to [sjaaldi@lakesidecc.com](mailto:sjaaldi@lakesidecc.com).