

I. Position
Assistant Manager

II. Job Summary (Essential Functions)
Work closely with the General Manager. Responsible for the general operation of staff functions relating to Food and Beverage, maintenance and repair and security. Supervises food and beverage service to assure member satisfaction through proper food and beverage service and presentation Responsible for operation of all aspects of the club in the absence of the general manager and perform specific tasks as requested by the G.M.

- III. Job Tasks (Additional Responsibilities)**
1. Manages all aspects of the club in the absence of the general manager
 2. Oversees daily food and beverage staff and operations.
 3. Maintains bar product inventory system for all bar needs
 4. Plans promotional strategies and develops recipes to improve member F&B experience
 5. Works with GM and Chef to continually update wine list
 6. Keeps current with changing member preferences and trends relative to F&B service
 7. Works with GM to schedule and coordinate staff for club and private functions.
 8. Works with members to plan special events including menus, entertainment, theme, decorations.
 9. Maintains current and accurate member files for all events
 10. Coordinates with the set up and delivery of assigned special events
 11. Functions as an administrative link between departments.
 12. Monitors internal cost control procedures including inventories and cash reconciliation with daily food and beverage service staff.
 13. Plans and coordinates training and professional development programs for food & beverage staff.
 14. Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments.
 15. Maintains contact with members and helps assure maximum member satisfaction.
 16. Receives and resolves complaints from club members, guests and employees in absence of GM.
 17. Participates in on-going facility inspections throughout the club to assure that cleanliness, maintenance, safety and other standards are consistently attained.
 18. Attends management and staff meeting as scheduled.
 19. Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors.
 20. Serves as a club representative within the community.
 21. Undertakes special projects as requested by the general manager.
 22. Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
 23. Monitors labor; evaluates scheduled and actual labor hours and costs.
 24. Advises membership of club bylaws and policies; consistently enforces all policies.
 25. May perform clubhouse opening and closing duties, including those related to security.
 26. Monitors employee dress codes.
 27. Completes other appropriate assignments made by the general manager.
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IV. Reports to
General Manager

V. Supervises
Food and beverage staff, maintenance staff, and security in GM absence

VI. Compensation
Base Salary to start at \$48,000.00 plus medical and dental after 90 days, Cash bonus opportunities for meeting targeted goals and member satisfaction.

Interested Candidates should send resume to LMILIOTI@CORONADOYC.ORG