



Assistant Clubhouse Manager

THE OLYMPIC CLUB
SAN FRANCISCO, CA

The Olympic Club is accepting applications for an ASSISTANT CLUBHOUSE MANAGER for our Lakeside Clubhouse property!

The Olympic Club is a private member athletic and country club with two campuses in San Francisco, the City Clubhouse and the Lakeside Clubhouse.

The Olympic Club at Lakeside

Overlooking the beautiful Pacific Ocean, The Olympic Club at Lakeside sits on the border of Daly City and San Francisco, approximately 11 miles away from the City Clubhouse. Our Lakeside campus offers members two championship golf courses, an executive par 3 course, a tennis facility with 8 courts, including 2 clay courts, a beautiful clubhouse with two dining outlets, two bars and events/banquet space. Our Lakeside Clubhouse hosts a variety of member events throughout the year including wine dinners, father/daughter nights, Independence Day celebration, crab feeds, Easter and Mother's Day brunches, weddings, birthday parties, anniversary parties and everything in-between.

Lakeside was host to the 1955, 1966, 1987, 1998, 2012 US Open Championships, the 1958, 1981 and 2007 US Amateur Championships, 2015 USGA Inaugural Four Ball Championship and will host the upcoming 2021 US Women's Open Championship.

Job Description

The Assistant Clubhouse Manager will manage, supervise and train main dining room and banquet staff, coordinate banquets and in house special events with the Catering department, provide floor supervision during restaurant and banquet service and assist with overall direction, execution, coordination and ongoing evaluation of the F&B and Banquet operations at our Lakeside Clubhouse property. This position reports to the Lakeside Clubhouse Manager.

Who you are: You have a passion for creating an outstanding guest service experience and be able to ensure that all member requests and expectations are met and exceeded on a daily basis. You are able to work independently without direct supervision as well as be a team player. You think clearly, analyze and resolve problems in a timely manner, while exercising good judgment in all situations. Additionally, you have strong computer skills including Northstar POS, Excel and Outlook and have the ability and knowledge to update the Club's website.

We offer free meals, social and sporting events throughout the year and free golf on Mondays! The Olympic Club offers a competitive wage and benefits package which includes medical, dental, vision, life/ad&d, vacation, sick, holidays and 401k (with Club match).

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 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 Olympic 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.
- Purchase capital expense items within the F&B budget and in a timely manner.
- 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 Housekeeping departments.
- Closing responsibilities of the Clubhouse.
- Manage Northstar POS and food and wine menu revisions.
- Regular attendance is required based on business expectations and needs.
- Require adhering to all federal, state, local and San Francisco laws regarding health, safety and employment.

Qualifications:

- Minimum 1-year experience as exempt food & beverage floor manager in restaurants, hotels and/or a medium sized banquet/catering operation.
- Knowledge of food and wine.
- Proven success in creating and ensuring a la carte and banquet service standards are met.
- Associates or Bachelor's Degree or foreign equivalency in Hospitality Management or related field desired.
- Highly organized.
- Successful multi-tasker.
- Meticulous attention to detail.
- Team Player
- Excellent oral and written English communication skills.
- Skilled in MS Office; Word, Excel, Outlook

Apply Now!

- EMAIL your cover letter and resume to jobs@olyclub.com and state "Assistant Clubhouse Manager" in the subject line.

For more information about The Olympic Club please visit: www.olyclub.com

Interviews are by scheduled appointment only. All employment offers are pending satisfactory results from a background investigation and pre-employment drug testing. EOE M/F/D/V