



## Chenequa Country Club

**JOB TITLE:** Dining Room Manager  
**DEPARTMENT:** Clubhouse  
**REPORTS TO:** Club Manager or Assistant Manager

### **JOB SUMMARY:**

Responsible for management of dining room service in the manner most pleasing to members and their guests. Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Supervise and train dining room staff; develop/implement programs to increase revenues. Supervise banquet personnel to assure member and guest satisfaction through proper food and beverage presentation.

### **PRINCIPLE OBJECTIVE:**

To build management skills and experience for pursuing a career in club management.

### **JOB TASKS (Duties):**

1. Schedules personnel and plans dining room set-up based upon anticipated member/guest counts and client needs.
2. Works with Assistant Manager, Executive Chef and others to coordinate personnel requirements for private functions.
3. Develops detailed plans for each catered event in conjunction with the Club's management team.
4. Takes reservations and checks table reservation schedules.
5. Greets and seats members and guests.
6. Carefully supervises dining room staff to help assure proper service; assist when necessary.
7. Inspects dining room employees to ensure that they are in proper and clean uniform at all times.
8. Trains, supervises and evaluates dining room staff; along with the Assistant Manager.
9. Receives and resolves complaints concerning food, beverages and service.
10. Serves as liaison between the dining room, banquet personnel, kitchen staff and other staff members.
11. Diagrams buffet tables, guest tables and other function set-up needs.
12. Develops and maintains a cleaning schedule for equipment, dining room areas and fixtures.
13. Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according schedule.
14. Assures the correct appearance, cleanliness and safety of dining room areas, equipment and fixtures. Checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.

15. Directs pre-meal meetings with dining room personnel. Relays information and policy changes and briefs personnel.
16. Holds pre-function meeting with servers to ensure smooth, efficient service; assigns server stations and coordinates the timing of courses.
17. Plans professional development and training activities for staff.
18. Makes suggestions about improvements in the dining room service procedures and layout.
19. Assures that the dining room and other club areas are properly secured and at the end of the business day.
20. Assists in service as needed.
21. Attends scheduled staff meetings.
22. Assumes Closing Manager and/or Manager (MOD) responsibilities when assigned.
23. Conducts after-event evaluations to improve quality and efficiency of banquet functions.
24. Performs other tasks as requested by management.

Pay will vary with experience.

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