

*Job Title*: Dining Floor Manager

*Department*: Food & Beverage

*Reports to*: Food & Beverage Manager, Food & Beverage Director

*Supervises*: Servers, Bartenders, Bussers, Food Runners

*Pay Scale*: Starts at $14 plus tip pool (minimum 19) up to $17 plus tip pool (minimum 22)

*Education/Experience*: 4+ years hospitality service industry experience required. Management experience preferred. Liquor Handler card required.

*Expected Schedule:* Wednesday-Sunday, afternoons & evenings

*Essential Functions:*

The Dining Floor Manager is our manager presence on the floor in the afternoons and evenings to oversee all aspects of dining service. Dining Floor Managers must have both a welcoming and assertive personality that will fit well with interacting with members as well as managing the staff. The most adept Dining Floor Managers are adaptable, dependable, and exemplify all qualities that we strive for in Blue Hills staff. This role holds the trust of the management team to ensure that all dining service moves smoothly. Dining Floor Managers are responsible for keeping the dining operation running seamlessly as well as foreseeing any potential obstacles that staff may face and help overcome them. They wear every hat of the FOH staff and are expected to assist if needed in various roles such as serving and bartending. The most proficient person for this role will be focused on balanced teamwork, as Blue Hills staffs two Dining Floor Managers to fully cover this expansive role. Ideally, Dining Floor Managers exude an eager and hardworking personality with potential for promotion through the Food & Beverage team.

*Job Tasks*:

* Dining responsibilities:
	+ Setting up the dining floor for service and any evening events
	+ Managing dining service by assisting with reservations, walk ins, and take outs
	+ Overseeing dining room servers
	+ Membership interaction and recovery
* Closing responsibilities (2-3 nights a week):
	+ Overseeing dining rooms servers end of night side work to ensure successful cleaning and preparation for the morning shift
	+ Assisting the Event Coordinator with event resets for the upcoming days
	+ Fully close clubhouse at end of the night, ensuring a clean and secure clubhouse
* Using management POS access for comping, voids, and other forms of guest recovery.
* Able to move up to 50 pounds at times when moving furniture and alcohol boxes.
* Able to stand on feet for long hours at a time