

Mission Statement

Indian Hills Country Club is a private, member-owned, full-service club dedicated to providing its members, their families and guests with high-quality, relevant programs, services and facilities while recognizing the club's heritage, cultivating friendships, valuing family life and fostering a culture of courtesy all in a fiscally responsible manner.

**Job Title:** Service Manager

**Location:** Indian Hills Country Club – Mission Hills, Kansas

**Department:** Food and Beverage

**Reports To:** Director of Clubhouse Operations

**Classification:** Exempt

**Job Summary:**

Assist in the management of poolside restaurant and bar, banquet, a la carte operations and training of the Food and Beverage Staff for front of house operations. Report directly to the Director of Food and Beverage.

**Key Responsibilities:**

* Assure that effective orientation and training for new staff and professional development activities are maintained for new and existing staff.
* Inspect and ensure that all safety, sanitation, energy management, and preventive maintenance programs are followed.
* Assure all standard operating procedures are in place and consistently utilized.
* Help in the planning of staffing and scheduling procedures as needed.
* Help ensure quality of service is being maintained in all food and beverage outlets.
* Help establish quantity and quality output standards for personnel in all positions within the department.
* Ensure all legal requirements are consistently adhered to, including wage and hour and federal, state and or local laws pertaining to alcoholic beverages.
* Greet guests and members while overseeing actual service.
* Assists on-going training programs for food service and bar service.
* Develop interesting ways of promoting club functions in the dining room and lounges.
* Help implement Club Social and Private events at the club.
* Help Bartend or serve at special events and step in wherever needed to provide service.
* Assist with other Front and Back of house operations as needed.

**Education:**

* High School Diploma
Preferably Bachelor’s degree in relevant field

**Experience:**

* 2+ Years of Restaurant and Hospitality Management preferred

**Personal Attributes:**

* Prompt and punctual
* High energy
* Personable

**Working Conditions:**

* Evenings, weekends, and holiday availability are required.

**Salary and Benefits:**

* $50,000 - $60,000 per year
* Health Benefits after 90 Days – Full Time Employees
* 401K Participation and matching after 1 Year – Full Time Employees
* Paid Time Off
* Health, Dental, Vision, Life Insurance
* Short- and Long-Term Disability Insurance
* Holiday Bonus Program
* Employee golfing available on Mondays
* Staff meals provided during shift

**Application Process:**

To apply, visit <http://www.ihcckc.com/careers> and browse our open positions.

**Equal Opportunity Employer Statement:**

Indian Hills Country Club is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other characteristic protected by law. We encourage applications from individuals of all backgrounds and experiences.