

## Dining Service Manager

**Apply here:** <https://capefearcccareers.applicantpool.com/jobs/>

**Summary (Essential Functions):** Responsible for providing daily dining management support for existing service managers in multiple dining outlets throughout the club. Areas of responsibilities include Clubhouse Dining Grill Room, Grill Bar, Outside Terrace, as well as the Casual Dining Room. You will oversee all hourly team members for the outlet scheduled. Looking for a self-motivated person with a manner most pleasing to members and their guests.

**Details:** Job tasks include, but are not limited to:

### *Dining*

- Supervise the activities in the Grill Room, Grill Bar, Outside Terrace, Café and / or Private Events
- Hire, manage, educate, and train Food & Beverage service staff
- Communicate with members regarding their dining experience and satisfaction, and relate such information to the service staff, Executive Chef, Clubhouse Manager, Food & Beverage Manager, and Chief Operating Officer as necessary
- Organize and assign opening and closing procedures

### *General*

- Attend and contribute to regular staff meetings
- Protect the Club's assets and operational expenses according to budgetary guidelines and management instructions
- Open and close the clubhouse as described and trained
- Create initiatives to improve services
- Remain up-to-date on industry trends, innovation, and related information
- Provide periodic sales and inventory reports
- Perform other appropriate duties as assigned by the Food & Beverage Manager

The main responsibility of this position is in the Grill Room, Grill Bar, Outside Terrace and Café; responsibilities may also extend to the Men's Lounge, Halfway House, and private events under certain circumstances.

**Qualifications:** A degree in Hospitality Management from an accredited university and/or sufficient supervisory experience with a reputable Club or dining establishment. Qualified candidates will be reliable, professional, and able to successfully work in a team environment. Candidates will have effective listening and communication skills and a strong desire to provide excellent service. All candidates will work to ensure the fulfillment of the Club's mission to provide a warm and friendly environment for our members and guests, through commitment and dedication with a personal touch.

**Salary & Benefits:** Competitive benefits for eligible employees include paid time off, insurance, and 401(k) retirement plan. Salary \$55,000-\$58,000/yr based on experience, plus bonus compensation.

**Department:** Food & Beverage  
**Supervises:** FOH service staff

**FLSA Status:** Non-exempt  
**Prepared date:** June 2025