



## PM DINING ROOM SUPERVISOR

PM DINING ROOM SUPERVISOR will assist the food and beverage operation by ensuring members and their guests receive the highest level of service while dining in our a la carte operations. Supervise front of house staff and support F&B Director, Catering Director and Banquet Manager with assigned tasks but not limited to supervisory duties.

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### DUTIES AND RESPONSIBILITIES

- *To review the BEOs for the day and confirm any last-minute changes*
- *In the event of a sick call, inform the Dining Room Manager on duty and make the necessary changes, including call staff to fill open shifts*
- *Conduct daily pre-shift stand-up with staff*
- *Walk the floor for deficiencies to ensure the rooms meets the Clubs standards of service*
- *Assign opening and closing responsibilities for a la carte and banquet service staff*
- *Check-in with Catering Manager for any last-minute changes and retrieve specials from Chef*
- *Ensure opened bottles of wine are dated and of sound quality for service*
- *Assist with training and implementing new service standards*
- *Job may require taking or serving tables, running and/or bussing tables*
- *Ensure FOH staff meet beverage service standards*
- *Touch all tables during to ensure members/guests are satisfied with their dining experiences*
- *Ensure the dining room is set for success; every table is detailed, side-work and opening duties are complete and staff is aware of any specials*
- *May be asked to support a banquet or club event, assist with the room setup or breakdown*
- *Personally responsible for the general cleanliness of the dining room and all areas encompassing F&B Service*
- *Train new employees; responsible for "signing off" new staff prior to working alone*
- *Close the clubhouse. Follow procedures in place to ensure the clubhouse is secure*

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### REQUIREMENTS

- *Extensive knowledge of all alcoholic beverages required to include intermediate wine knowledge*
- *Level I Sommelier Certification or higher preferred, but not required*
- *Prior experience with programming on POS a plus*
- *Advanced working knowledge of service standards*
- *Ability to read, write and converse in English required*
- *ServSafe or local food handlers card required*
- *CPR and AED certified a plus*

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