



## **EVENTS & DINING ROOM MANAGER WORCESTER COUNTRY CLUB Worcester, MA**

### **OPPORTUNITY AT WORCESTER COUNTRY CLUB**

Worcester Country Club is seeking a Events & Dining Room Manager with a proven record of accomplishment in leading a high quality F&B operation. This is a new position at the club in which the Events & Dining Room Manager will have an opportunity to be part of developing a strong team and raising the bar for both members and staff. Candidates with F&B experience from the hotel, private club, resort and restaurant industries fit the profile.

### **WORCESTER COUNTRY CLUB**

Worcester Country Club has a long and storied history. The Club's roots were sown with the founding of Worcester Golf Club in 1900. In 1913, they relocated and contracted with renowned architect Donald J. Ross, who personally oversaw the design and construction of the golf course. Ross crafted a gem that stretches to over 6800 yards and plays to a par 70. Most importantly, the golf course is a source of joy for the members and their guests.

Worcester is best known as the site of the inaugural Ryder Cup in 1927. In this contest the United States team, captained by Walter Hagen handily defeated Ted Ray's squad from Great Britain 9-1/2 to 2-1/2. As such, Worcester is one of only three golf clubs (Pinehurst and Hazeltine) to host the premier men's, the premier women's and the premier international tournaments.

## **WORCESTER COUNTRY CLUB STATS:**

- 490 Members total, 375 Golf, 115 Social & Non-Resident Members
- The Club currently has a wait list to join
- \$25,000 Initiation Fee
- \$7.6M Gross Volume
- \$2.2M F&B Volume; a la carte & catering and events
- 125 FTE Employees in-season
- 18 Hole Championship Golf Courses, Clubhouse, 3 Dining Venues, Event Tent, Pool Complex, 1 Tennis Court, Practice Range and Putting Green
- 2-Candle Pin Bowling Lanes

**WORCESTER COUNTRY CLUB WEB SITE:** [www.worcestercc.org](http://www.worcestercc.org)

## **THE CLUB'S ORIGINAL MISSION HAS NOT CHANGED AND WITHSTOOD THE TIMES:**

This Club is established for the purpose of encouraging all kinds of athletic exercises, including golf, bowling, swimming, tennis, cross-country skiing and other out-of-door sports, and for the establishment and maintenance of facilities for the promotion of friendship and good fellowship among its Members and their families.

## **EVENTS & DINING ROOM MANAGER POSITION OVERVIEW**

The Events & Dining Room Manager will be extremely visible and engaging in all F&B outlets. Members will know that the Events & Dining Room Manager is the host and he/she will ensure the enjoyment of all members and their guests. The successful candidate will have an outgoing, charismatic personality and a heart of a servant.

Event Management is an important part of F&B revenue and profitability, the Events & Dining Room Manager is responsible for promoting, booking and executing member events at the club. From Weddings and Holiday parties, to business meetings and small intimate gathering, the Events & Dining Room Manager will continuously exceed our members expectations.

The Events & Dining Room Manager will report directly to the Clubhouse Manager and will be the Manager on Duty in the absence of the Clubhouse Manager and General Manager. He/She will be part of the leadership team of the Front of the House F&B team and assist with hiring, training and coaching a highly skilled and efficient team.

## **KEY RESPONSIBILITIES:**

- Plans, promotes and executes a wide variety of events to ensure member engagement.
- Works closely with the Executive Chef to create banquet menus and ensure both units are performing as one.
- Works with members, staff and committees to establish the club's event calendar.
- Brings a creative mind to develop unique and memorable events.
- Assists in hiring staff members, trains and administers ongoing training procedures.
- Assists in the effective orientation and training are provided to each new staff member.
- Incorporates safe work practices in job performance.
- Inspires and motivates staff to perform well and be able to accept feedback from others.
- Creates a culture of teamwork and accountability among the staff.
- Is highly visible to both the membership and staff.
- Assists in preparing and monitoring annual budget, revenue goals and the expenses for the F&B areas as well as generating various business volume forecasts and planning accordingly.
- Assists in overseeing all dining areas to ensure smooth operations, high levels of member and guest satisfaction, quality food products and service.
- Is the expert at every front of the house position and have the willingness to be hands on when needed.
- Collaborates with staff members to involve them in decision making for the department.

## **JOB REQUIREMENTS:**

- Work schedule includes nights, weekends and holidays.
- Closing and securing the club multiple days a week.
- May require moving dining room furniture for event set-up.
- Occasionally being on your feet for long periods of time.
- Working both inside and outside events and dining outlets.
- Ability to quickly learn computer software systems, club policies and member names.
- Understanding Jonas Encore software system for events, reservations, banquet event orders, etc. Training will be provided.
- Ability to efficiently utilize resources to answer questions and solve problems.

## **EDUCATIONAL QUALIFICATIONS**

A two- or four-year degree in a Hospitality Management related field is preferred and/or Culinary school. Three to five years' experience as a manager of club dining, restaurant or high volume/high service food & beverage operation.

## **SALARY AND BENEFITS**

\$70,000 – 80,000 annual salary. The club offers an excellent benefit package including health care, paid vacation, meals, educational allowance and 401(k) match.

## **HOW TO APPLY**

Qualified candidates should send a current resume and any supporting documents or portfolios via email to:

### **Troy Sprister**

General Manager/COO

Worcester Country Club

2 Rice Street

Worcester, MA 01606

[spristert@worcestercc.org](mailto:spristert@worcestercc.org)