

NOW HIRING

ASSISTANT RESTAURANT MANAGER

JOB DESCRIPTION

The Assistant Restaurant Manager plays a key leadership role in supporting the overall operations of the club's dining venues. This salaried management position is responsible for overseeing front-of-house operations, supporting strategic and administrative functions, and ensuring exceptional service for members and their guests.

KEY RESPONSIBILITIES

- Support the Restaurant Manager in the daily operation and long-term success of the club's dining outlets
- Provide leadership and oversight to front-of-house supervisors and service staff
- Serve as Manager on Duty as assigned, with full responsibility for service operations and decision-making
- Maintain a consistent floor presence during peak service times to ensure service standards and member expectations are met
- Build and maintain strong relationships with members, recognizing preferences and ensuring a personalized dining experience
- Assist with staff training, onboarding, coaching, and performance management
- Participate in scheduling, labor planning, and payroll oversight to ensure efficiency and budget compliance
- Collaborate with Culinary, Events, and Club Management teams to ensure seamless service execution
- Assist with inventory management, ordering, and cost controls
- Ensure all club policies, service standards, and health and safety regulations are upheld
- Support service recovery efforts and handle escalated member or guest concerns
- Contribute to continuous improvement initiatives, standard operating procedures, and service enhancements

QUALIFICATIONS:

- Previous management experience in a private club, resort, hotel, or upscale full-service restaurant
- Strong understanding of country club service culture and member-driven hospitality
- Proven leadership and team-development skills
- Excellent communication, organizational, and problem-solving abilities
- Ability to manage multiple priorities in a dynamic service environment
- Flexible schedule with availability for nights, weekends, and holidays
- Professional appearance and demeanor consistent with club standards

PAY \$60,000 a year

APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at ajaramillo@bellacollina.com

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