

Assistant General Manager

Oriente Beach Club
Mamaroneck, New York

Established in 1924, Oriente Beach Club is a non-profit, private, Tennis, Swim and Beach Club. Located in Mamaroneck, New York; the Club provides exceptional services and facilities with family-oriented social activities.

Summary:

Oriente Beach Club is actively searching for a qualified Assistant General Manager. He or she will be responsible for managing all aspects of the Club, including all things related to food and beverage and overseeing the day-to-day operations for the Club. The AGM is also responsible for booking and managing banquets and Club events. He or she will control staffing levels and high quality of service while maintaining food and beverage goals. The AGM coordinates with the Food and Beverage Manager to ensure that the department is well organized and that the expectations of the members and guests are exceeded. This is a great opportunity to participate and learn higher level club management, in preparation for the next step.

Essential Duties and Responsibilities:

- Banquet sales and management
- Create and enhance Club events
- Development and training of captains, servers, and bartenders.
- Ensure proper steps of service, and promote excellent membership dining experiences, with high floor presence.
- Conduct training sessions and pre-meals.
- Promote and expand wine list, beverage service, and drink specials
- Control proper beverage inventories and purchasing.
- Review all Function Sheets to coordinate scheduled events and to ensure that all information is fully communicated.
- Complete weekly staff schedules and ensure an adequate number of staffing.
- Inspect each room prior to scheduled events to check room setup, menus, and schedule of events conform to the function sheet.
- Management of employee housing and staff quarters.
- Collaboration with kitchen on all food service.
- Minimize legal liability and conform to the regulations of alcohol beverage policies.
- Ensure compliance of Health and Safety Standards and maintain accurate and timely records of work related injuries and/or guest incidents.
- Perform other related duties, tasks and responsibilities as required or apparent.
- Work week is usually Wednesday through Sunday working most Holidays.

Qualifications/Skills:

- Minimum of 3 years of Club Management or “high end” restaurant management experience.
- High-energy, outgoing personality with strong – professional interpersonal communication skills.
- Able to post club happenings and promote the Club through social media.
- Proven track record of team leadership and motivation skills.
- Attention to set up and service details is a must.
- Diplomatic team player able to foster relationships with Members, Employee Partners and guests.
- Possesses a passion for exceeding Member expectations and a commitment to excellence that results in providing the highest quality Member and guest experience.
- Experience with a POS (Point of Sale) system. OBC uses the JONAS system.
- Basic knowledge of MS Word, Excel and Outlook.
- Strong verbal and written skills.

Full Time Position, The Club is closed in February
Reports to General Manager

Benefits:

Great work environment.

Health/Dental Insurance, 401(k) program, Vacation Pay, Holiday Bonus

CMAA Membership and support

Mid to upper-level opportunity for individuals looking for mentorship and to further their career in Club Management

Physical Requirements:

While performing the essential functions of this job, the employee is regularly required to stand and walk for extended periods of time, use hands and fingers, reach, climb, bend, twist, stoop, kneel, crouch, and lift and/or move up to 50 pounds.

Salary/Compensation is commensurate with qualifications and experience.

Please send cover letter and resume to:

Mark Sheehan

General Manager

Oriente Beach Club

Privateclubmanager@gmail.com

(No phone calls please)