



Located 10 miles from downtown Pittsburgh, Pennsylvania, in the heart of the South Hills, St. Clair Country Club is searching for an Assistant Manager. Our staff is committed to providing the highest quality dining, social, entertainment and recreational experiences to its 870 members, families and guests. The Club operation is open year round, offers four a la carte Restaurants ranging from casual to fine dining. During high season, the club operates an active aquatic center with snack shop and bar. St. Clair Country Club offers multiple private dining and reception areas including the Ballroom that seats up to 240 people, the Crossroads Room with a capacity of 100 people, the Alibi Room seats up to 50 people and the Library offers space for 30 people.

Job Summary: The Assistant Manager supports the AGM in overseeing the clubhouse operations. There is a strong focus on banquet activity including hiring, training, and scheduling banquet staff, and working with the Event Coordinator with booking and supervising banquet events. The position is also key in supporting and training the bar staff, but helps to overseeing the service aspect of all food and beverage at the Club.

Salary: Competitive salary and performance bonus, commensurate with experience

Benefits: Health insurance (eligible after 90 days), CMAA education, staff meals, golf play privileges, 401K (after 1 year or service)

Classification: Exempt

Essential Duties and Responsibilities:

1. Supervise service team
 1. Maintain necessary staffing levels within departmental budget
 2. Plan and organize workload and staff assignments
 3. Create and post weekly staff schedule and monitor labor performance to budget
 4. Ensure proper scheduling of appropriate staff to efficiently service projected guest count or special events
 5. Ensure staff is adhering to all criteria regarding grooming, uniform requirements, and other standards as outlined in the Employee Handbook
 6. Intervenes with conflict resolution among staff members
 7. Enforces Club policies and provides support, coaching, and guidance to staff through continuous communication and annual performance reviews where applicable. Conducts disciplinary actions when necessary.
 8. Maintain personnel records

2. Exhibit exceptional leadership traits and provide training opportunity
 1. Always act as a role model for all employees
 2. In conjunction with the Service Manager, manage new hire orientation program for the Food & Beverage department
 3. Ensure that staff is properly trained and look for training opportunities where applicable

3. Ensure exceptional product offering
 1. Wine and spirits knowledge is essential
 2. Helps develop wine list, oversee the Wine Society, develop bar features, and maintain appropriate liquor inventory
 3. Work in conjunction with the service team managers and staff, including back of the house, to ensure that platinum level service and culinary standards are achieved
 4. Ensure the maintenance and appearance of the clubhouse. Inspects to ensure that all safety, sanitation, energy management, preventative maintenance, and other standards are consistently met

4. Provide efficient financial management
 1. Control cost regarding proper staffing and reduce unnecessary overtime
 2. Control cost by monitoring proper use and storage of inventory and supplies to minimize waste and breakage
 3. Set appropriate item pricing to be competitive while generating revenue
 4. Continuous attention to other opportunities for cost savings or areas in need of efficiency improvement around the Club

5. Additional duties and responsibilities
 1. Act as an ambassador of the Club
 2. Participate in Department Head, F&B and other meetings as required.
 3. Assist members with special requests
 4. Other duties as assigned

Required Knowledge, Skills, and Attributes:

1. Dedicated to continued education and professional development
2. Ability to foster an atmosphere of teamwork
3. Exceptional leadership, management, communication, and planning skills
4. Excellent customer service skills and the ability to relate to all levels of the organization
5. Ability to multitask and complete tasks in an accurate and timely manner

ASSISTANT MANAGER opportunity | [Application Link](#) |

St. Clair Country Club | 2300 Old Washington Road | Upper St. Clair, PA 15241 | www.stclaircc.org |

6. Knowledge of proper service techniques; food and wine
7. Knowledge of applicable laws pertaining to serving alcoholic beverages. RAMP certification.
8. Computer knowledge including POS systems (Jonas is a plus), Microsoft Word, Excel & Outlook
9. Must be able to stand/walk for up to 8 hours and regularly lift up to 30 pounds

Education, Experience, Certifications

1. Degree in Hospitality or related field preferred
 2. Minimum of 5 years' experience in hospitality field with at least 3 years supervisory experience, preferred
 3. RAMP certification or ability to obtain within two weeks of commencing position
- This position guide does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested.

Interested candidates please follow the [Application Link](#)