



Sunset Club



Dining & Banquets Supervisor

In 1913, Sunset Club was founded as a private club for women in Seattle, Washington. More than 100 years later, the Club continues to provide an unparalleled membership experience both socially and intellectually. Our membership cultivates multi-generational connections with the goal of enrichment inside and outside of Sunset Club. Our staff offers a level of service that consistently exceeds expectations. Join our team and grow your professional skills at one of the most historic private clubs in the city.

Why work here?

Come work at a premier private club where work/life balance is more than just a slogan. At Sunset Club, the majority of our dining and banquet schedule is Monday-Friday, 9a-5pm, with occasional evening and weekend events. The membership truly values, supports and cares about the staff. Our Food and Beverage Manager focuses on mentoring and growing his team members. If you want to have a life outside of work, then you need to come work here!

What we offer you

- True sustainable work/life balance
- Growth and mentoring opportunities.
- Ability to grow your career in high impact department.
- Competitive compensation
- Holiday Bonus, Staff meals
- 401K
- Complimentary staff parking

Job Knowledge, Core Competencies and Expectations

- Three years of fine dining room experience in private clubs or restaurants
- Knowledgeable of all aspects of department and daily club operations, including scheduled events and operating hours
- Responsible for management of dining room & banquet service in the clubhouse.
- Maintains a high level of member contact throughout service hours.
- Acts ethically and honestly at all times, in accordance with employee manual standards.
- Assures that local and state laws and the club's policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions)

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room and banquets. Ensures timeliness of food service. Supervises and trains dining staff.

Job Tasks/Duties

- Plans dining room and banquet set-up based on anticipated guest counts and member needs.
- Coordinates with Member Services regarding private room usage to ensure rooms are properly set for the day.
- Greets and seats members and guests.
- Assists in table and beverage service.
- Receives and resolves complaints concerning dining room service.
- Assures that all side-work is accomplished and that all cleaning of equipment and storage areas is completed according to schedule.
- Hires, trains, supervises, and schedules dining room staff, under supervision of the Food & Beverage Manager. Ensures staff is in proper and clean uniforms at all times.
- Utilizes POS system to accurately charge members, trains staff in all aspects of the POS system and update POS system with new menus and pricing in a timely manner.
- Serves as liaison between the dining room and kitchen staff.
- Directs pre-meal meetings with dining room personnel; relays pertinent information such as house count and menu changes, special member requests, etc.
- Able to lead staff through all service types such as American, Russian, French, and Buffet.
- Assures the correct appearance, cleanliness and safety of dining room areas, equipment, and fixtures; checks the maintenance of all equipment in the dining room and reports deficiencies and maintenance concerns.
- Responsible for executing events from staff arrival through the conclusion of the event, including clean up and facility security.
- Makes suggestions about improvements in dining room service procedures and layout.
- Maintains an inventory of dining room items including silverware, coffee pots, water pitchers, glassware, flatware and china, salt and pepper holders, sugar bowls and linen and ensures that they are properly stored and accounted for.
- Maintains the dining room reservation system.
- Provides updates and refinements to policy and procedure manual for service staff to increase quality and improve standards.
- Attends scheduled staff meetings.
- Routinely serve as club's opening and closing manager or manager on duty.
- Assures that the dining room and other club areas are secure at the end of the business day.
- Performs other appropriate assignments and projects as required by the Food and Beverage Manager.

Licenses and Special Permits

- Alcoholic beverage certification.
- Food safety certification.

Physical Demands and Work Environment:

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.

Position Type/Expected Hours of Work

- A la carte and banquet service
- This is a full-time position.
- Monday-Friday, daytime
- Occasional evenings and weekends
- Schedule based on business needs

Compensation: This is an hourly position. Compensation starts at \$26/hour, is competitive and scalable based upon experience and skillset.

Equal Opportunity Employer

Sunset Club is an Equal Opportunity Employer. Sunset Club strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Sunset Club does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status, or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.