



The University Club

We are a small private club that was established in 1900. Membership is by invitation only and we are not open to the public.

Our members have the ability to dine anywhere in the world, consequently the quality of our food is measured against the very best. Our wine list is exceptional and tailored to our clientele. Our staff is provided with the tools and the time to ensure the very best experience for our members.

This is an excellent opportunity for a hospitality professional who would like to eventually manage a private club or move to higher levels within the Private Club industry. This is a support position, perfect for a person who understands creating a member experience while working with and leading an incredible group of people.

Your investment in a cover letter specific to this position explaining your chosen path in hospitality will be appreciated and given great consideration.

Salary Range and Benefits

- Salary is \$75,000 - \$80,000 DOE.
- Membership and participation in CMAA (Club Managers Association of American)
- Educational opportunities towards certification in the Private Club industry

- The Club is closed Sundays and Mondays
- Club is Closed on Mother's Day, Easter, Thanksgiving, Christmas Day and all major holidays.
- Medical, Dental, and Vision plan election after administration period (90 days).
- Meals provided.
- Parking Provided
- Holiday Bonus

Requirements

- Bachelor's Degree or proven experience and training
- Well-versed knowledge of the Internet, Cloud Computing, and internal networks.
- 3+ years' experience in Food & Beverage Management in a fine dining setting

- Knowledge or desire to learn world class etiquette and hospitality.
- Basic knowledge of wine and spirits.
- Proven desire to serve the staff you lead.
- Desire to learn and embrace our culture.

- Proclivity for organization, processes, and able to establish practices/procedures.
- Project Management, including both Intimate and large-scale event planning.
- Ability to review, understand and analyze reporting results.

Job Description

Assistant General Manager at the University Club of Seattle

Position: Assistant General Manager

Reports to: General Manager

Supervises: Front of the House Manager, FOH Staff, Servers, Bartenders, Cellar Master

Job Summary

Works closely with the General Manager. Responsible for the operation of all aspects of the club in the absence of the General Manager and performs specific tasks as requested by the General Manager. Assures a high standard of appearance, hospitality, and service in personnel and the cleanliness of the clubhouse. Assist the FOH Manager in the supervision and training of front staff. Manage within budgetary restraints. Develop and implement programs and events to increase club use and elevate member experiences in the club.

Job Tasks/Duties

- Maintains contact with members to assure the member experience.
- Oversees daily club operations.
 - Ability to listen to and respond to Membership.
 - Makes and checks table reservation schedules and maintains reservation log.
 - Helps develop improvements in front of the house service procedures and layout with the FOH Manager.
 - Develops and implements ongoing events to increase member experience.
- Working with the Front of the House Manager, recruits, trains, schedules, supervises and evaluates front of the house staff and bar personnel according to established club procedures.
 - Monitors front of the house labor and supplies budget; makes corrective action procedures as necessary to help assure the budget goals are attained.
- Develops standard operating procedures for Front of the House Operations.
 - Works with the Accounting Department to ensure that all record-keeping procedures are consistently followed. Develops and supervises the revenue control system, e.g. ticket writing and recording.
 - Assures that local and state laws and the club's policies and procedures for the service of alcohol are consistently followed.
 - Assures that the front of the house and other club areas are secure at the end of the business day.

- Assists Bartender in overseeing Beverage Operation for the Club.
- Assists Cellar Master in overseeing of the Wine Program.
- Assists in maintaining and adequate supply of liquors, wines, beer, and other beverages with effective inventory management systems.
- Keeps the Member Roster current each year.
- Produces a quarterly newsletter for the membership.
- Assists in advertising and creating excitement for member events through word of mouth.
 - Designs and mails Event Flyers and Calendars for the membership.
- Helps plan and participate in member outings.
- Works with various committees to bring ideas to membership and staff.
- Is proficient with Excel, Office, Publisher, InDesign, and Quickbooks.
- Works to solve IT problems and helps to keep the club technologically up to date.
 - Works with INTECH to correct IT issues.
 - Helps to evaluate the need for technological equipment updates and maintenance.
 - Helps to organize SharePoint and other organizational systems.
 - Assists in the development and maintenance of a Website/App as the membership requests.
 - Works with the cellar master to maintain the software side of the Member Cellar Program.
- Works with the General Manager in an administrative assistant role.
 - Provides input to plan operating budget for FOH personnel.
 - Develops and continually updates and refines policy and procedure manuals for staff to increase quality and to control costs.
 - Performs other appropriate assignments and projects as required by the General Manager
- Works to understand and learn the operations, philosophy, history and traditions of the University Club and ultimately becomes able to assume the General Manager role if ever necessary.

Licenses and Special Permits

- Alcohol Service Certification
- Food Safety Certification
- CPR Training

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 environments.

Please respond with a cover letter and resume

Michael Froese
General Manager
The University Club of Seattle

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