



## WOMAN'S ATHLETIC CLUB OF CHICAGO

### **Food and Beverage Supervisor**

#### **Job Summary**

Founded in 1898, the Woman's Athletic Club is the first athletic club for women in America. The prestigious membership included prominent society and business names like McCormick, Ryerson and Swift. Members conceived of an oasis for women who sought a "retreat where health, grace and vigor can be restored".

In 1929, the Club moved into its own building on North Michigan Avenue. In 1991 this architectural treasure, designed by renowned architect Philip B. Maher, received landmark status in recognition of its beautiful and historically significant exterior.

Members use its facilities for meetings, entertaining, wellness and lectures. Over the years, such diverse public figures as Rosalyn Carter, Cokie Roberts, Michael Frayn, Ogden Nash, Nan Kempner, Barbara Bush and Diane von Furstenburg have participated in Club programs.

The Woman's Athletic Club of Chicago is looking for a full-time food and beverage supervisor.

**Position Summary:** This supervisor position assists the food and beverage manager in overseeing all food and beverage service within the club, including the daily operation of a la carte dining and banquet services. S/he will assist with the hiring, training, and development of all front of the house food and beverage service employees. This position will ensure that all mandated training programs are implemented. S/he will assist with preparation of the annual financial budget and will achieve these goals throughout the year through proper forecasting, cost controls, labor management and revenue generating programs. The food and beverage supervisor is an advocate and ambassador of service training and understanding the critical role that membership and exceeding expectations plays in the success of the operation. S/he must possess a proven track record of team management, organizational and coaching skills. S/he should have a solid understanding of a la carte revenue generation, banquet revenue generation and expense control as it relates to service payroll and the forecasting/budgeting of expenses. Experience with purchasing and inventory systems and strong technical literacy including Microsoft Word and Excel, payroll management and point of sale systems preferred.

#### **Responsibilities and Duties**

**ESSENTIAL FUNCTIONS:** Direct and coordinate the activities and service of the dining room, club events and private parties. Oversee staff to ensure that members and guests receive friendly and efficient service. Must be able to lift up to 20 lbs.

#### **JOB DUTIES:**

- Assist in onboarding, training, and overseeing dining room and banquet staff.
- Supervise service staff for the dining room, private parties, club events, and fifth floor.
- Monitor scheduling on a daily basis to maximize efficiency.



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- Oversee of billing for members in the dining room orders ensuring their accuracy.
- Devise floor plans for seating in the dining room, private parties, and club events.
- Assist department heads with evening events as Club business dictates.
- Resolve member complaints and speak with staff regarding complaints.
- Hold timely staff meetings with Food and Beverage manager.
- Provide counseling and disciplinary action for dining room and banquet staff as outlined in the Personnel Manual with Food and Beverage manager.
- Recommend facilities upgrades and improvements.
- Prepare bi-weekly payroll information for Food and Beverage manager.
- Attend job-related continuing education programs (with approval of the General Manager.)
- Attend Club management meetings. Participate as a team player, assisting other departments as needed.
- Act as Manager on Duty and assume responsibility of Club operations when directed to do so.
- Be well informed about activities and operations throughout the Club.
- Enforce all Club and departmental policies.

### Qualifications and Skills

JOB QUALIFICATIONS: Extensive experience in restaurant supervision, excellent customer service, supervisory, and organizational skills. Prior experience required as a server, bartender, or other related position in the club/hotel/restaurant business. Fluent in written and spoken English. Ability to work a variety of shifts as needed (i.e. day, night and weekend).

### Benefits

Full benefits including medical, dental, retirement savings plan, profit sharing, PTO and sick days, LTD/STD, Life

Job Type: Full-time

Required experience:

- Three years as Server, Bartender or F&B Supervisor preferred

Interested Candidates should send a cover letter and resume to:

*Christina Watson, CCM, Assistant General Manager*

*Woman's Athletic Club*

*626 N. Michigan Avenue*

*Chicago, IL 60611*

*Email: christina@wacchicago.com*