



Job Title: Dining Room Supervisor

Department: Front of House Food & Beverage

Position: Full Time / Hourly

Reports to: Director of Food & Beverage

Pelican Isle Yacht Club Is a member-owned Private Club in North Naples recognized as the #7 Yacht Club in America and a Platinum Club of the World, with 420 Memberships, 190 Boat Slips, and an established waitlist. The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location.

Primary Duties and Responsibilities:

- Assisting the food and beverage managers during restaurant hours as well as during banquets and events.
- Assigning daily and weekly side work as well as table stations.
- Providing directions to front of house staff to better provide service to guests.
- Assisting with administrative tasks, including auditing food and beverage inventory and dining receipts for each shift and forward to the Director of Food & Beverage.
- May need to lift 30-50 lbs.
- May supervise up to ten (10) front of house employees during a shift.
- Conduct opening and closing procedures for shift and clubhouse as needed.
- Supervise servers, server assistants, bartender, facilities/banquet staff.
- Utilize and Maintain Point of Sales System
- Coordinate with BOH team to ensure set- up of Buffet/Food Stations
- Assist with managing/maintaining and ordering Linen, Paper Goods, China Glass & Silver inventories.
- Complete diagrams for buffet tables.
- Ensures that all food & beverage staff are well-groomed and in proper uniform (including name tags)
- Greet and seat members as needed.
- Conduct monthly beverage inventory.
- Maintain proper inventory of all banquet service equipment and supplies to meet required needs.
- Address and resolve Member issues in a hospitable manner when needed.
- Complete additional duties as directed by the Director of Food & Beverage

Additional Job Functions:

- Ensure the highest quality guest experience.
- Adhere to and enforce stated club policies and departmental expectations.
- Assist with departmental administrative tasks as required.
- Exercise diplomacy and professionalism in all dealings with members, staff, vendors, & guests.
- Exercise effective decision making and problem solving when necessary
- Work in both indoor and outdoor environments.
- Available to work evenings, weekends, and holidays

Our New Team Member Will Possess the Following Essential Qualifications:

- Six (6) months of supervisory experience in a fine-dining or high-volume environment at a high-end restaurant, resort, or private club required.
- Professional in appearance and demeanor
- Possesses excellent written and verbal communication skills, as well as polished phone and email etiquette.
- Organized and detail oriented.
- Enjoys working with a team and has strong interpersonal skills.
- Willingness to learn, grow, and contribute to an evolving organization.

Compensation is competitive and commensurate with qualification and experience. PIYC offers an excellent benefits package. Pelican Isle Yacht Club maintains a safe and drug-free workplace and requires all candidates to undergo pre-employment and/or random drug testing.

Interested candidates should send a resume and compelling letter of introduction to

Dawnmarie@piyc.net.