



ASSISTANT MANAGER POSITION

THE TOWN CLUB

2115 SW Salmon Street • Portland, OR 97205 | www.thetownclub.org

The Town Club is a member-owned, private women's club in Portland, Oregon. Since 1928, the Club has welcomed members and their guests in an atmosphere of dignity and graciousness. As a social club, members enjoy lunch and dinner on stated days, as well as gathering for a variety of other activities. A robust calendar of speakers and programs is offered throughout the year. The Club is open five days a week (Monday-Friday lunch and Wednesday-Friday dinner) plus weekends as reserved for private or club events, 12 months a year.

JOB PROFILE

Works closely with the General Manager. Responsible for operation of multiple aspects of the Club including: food and beverage, administrative, laundry, maintenance and house. Hires, trains, and supervises service staff to ensure the wants and needs of Club members and guests are consistently exceeded. Acts at all times with the highest level of integrity, respect and professional etiquette. Acts on behalf of the general manager in their absence. The Assistant Manager is responsible for all aspects of hands-on dining room and event execution, beverage inventory and cost control, profit and loss analysis, staff scheduling, and various administrative duties as required.

REPORTS TO

General Manager

MISSION

To continue a tradition of excellence in member service and satisfaction in keeping with the traditions of one of the premier private clubs in the region.

QUALIFICATIONS AND ESSENTIAL FUNCTIONS

- Brings previous experience in private club or hospitality management.
- Experience with all aspects of hands-on, day-to-day dining room operations and event execution.
- Significant involvement in event planning and execution to include décor and menu planning.
- Works with Executive Chef to approve menu items, design, and promotion.
- Monitors internal cost control procedures, conducts monthly beverage inventory, oversees, and maintains wine and beverage lists.
- Motivate, manage, and direct staff with demonstrated ability to hire the best employees, train and retain an outstanding team who visibly enjoy serving members, their families, and guests.
- Conducts meetings with department staff.
- Shows initiative and acts in a proactive manner.
- Able to lead and inspire to achieve overall club success.
- Ability to delegate effectively and ensure follow-up.
- Commands computer skills along with verbal and written skills to communicate effectively to staff and the membership. Takes reservations and assist with Club communication and correspondence.
- Must demonstrate attention to detail, organizational, and project management skills.
- Sets a positive tone for the Club, including member-guest-staff relations, vendor relations and serves as a positive example to members, guests, and staff.
- Is present at all major Club social events and key periods of Club activity.
- Greets all members and guests by name whenever possible, maintains and directs member preferences, is discrete in conversations regarding members and guests and works to maintain the highest levels of member delight ensuring the highest standards possible for Club service.
- Monitors dress code for members, guests, and staff to comply with Club policies.
- Serve as an ad-hoc member of appropriate Club committees.
- Helps maintain high quality physical plant and furnishings.
- Functions as administrative link between departments.
- Maintains membership and participates in Club Managers of Oregon educational conferences, as approved by the General Manager, to further educational experience.
- Perform clubhouse opening and/or closing duties, including those related to security.

EDUCATION AND/OR EXPERIENCE

Degree and/or related experience in hospitality management. Private club experience will be considered a plus.

BENEFITS

- Salary commensurate with qualifications and experience.
- Medical, Dental and AD&D, 401k, vacation, sick pay, discretionary bonus, CMO membership.
- Covid-19 vaccination is required for employment.

Please email resume and cover letter to:
contact@thetownclub.org | No Phone Calls Please