



PIEDMONT DRIVING CLUB

Assistant Restaurant Manager ***Piedmont Driving Club – Atlanta, GA***

Piedmont Driving Club, a prestigious private club in Atlanta, GA, seeks an energetic and experienced leader to assist in managing our restaurants. The Assistant Restaurant Manager will play a pivotal role in ensuring seamless daily operations, with a focus on delivering exceptional member experiences. This individual will work closely with the Food and Beverage Director to uphold the club's high standards of service, quality, and teamwork.

Required Qualifications

- High School Diploma or GED
- One+ years of restaurant supervisory experience in private club or similar industry
- Knowledge of the private club industry's food and beverage operations

Preferred Qualifications

- Bachelor's degree in hospitality or related major

Job Summary (Essential Functions)

Responsible for overseeing the daily operations of the dining room and bar, ensuring highest standards of appearance, hospitality and service. Duties include hiring and training staff, following as well as enforcing company policies, and scheduling dining room and bar staff. The role also involves maintaining a high level of member contact throughout service hours, addressing concerns or problems, and ensuring the cleanliness and safety of the dining room. Reports to the Restaurants Operations Senior Manager and is expected to coordinate service between the service and culinary.

Job Knowledge, Core Competencies and Expectations

- Supervise waitstaff, host/hostess, and bartenders in the dining room
- Maintain a high level of member engagement through greeting, learning member names and preferences and contact throughout their dining experience
- Perform administrative roles, including creating schedules, updating Point of Sale System and approving PTO requests
- Knowledge of and ability to perform required roles during emergency situations

Job Tasks/Duties

- Assists in overseeing the day-to-day operations of the dining room and bar, ensuring efficiency and high standards
- Ensure compliance with health, safety, and sanitation regulations
- Design floor plans according to reservations and assign station set-up based on anticipated guest counts and member needs



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- Inspect and ensure employees are always dressed in the proper and clean uniform
- Assure the correct appearance, cleanliness, and safety of dining room areas, equipment, and fixtures; check the maintenance of all equipment in the dining room and bar and report deficiencies to Maintenance
- Assist in recruiting, training, and supervising restaurant staff
- Schedule shifts, manage time-off requests, and confirm time, attendance, and hours worked by staff
- Direct pre-meal meetings with staff, relaying pertinent information such as house counts, menu changes, and special member requests
- Assist in staff training on all aspects of service
- Help monitor and control dining room labor and supplies
- Maintain a high level of member contact throughout service hours
- Greet and acknowledge members and their guests, learning and using their names and understanding their preferences
- Ensure total member and guest satisfaction during their dining experience
- Address and resolve member/guest complaints and ensure swift resolution
- Develop and implement strategies to enhance customer experience
- Monitor daily sales and expenses
- Help in developing and implementing cost-saving measures without compromising service quality
- Perform daily POS closeout of the dining outlet and bar
- Maintain accurate records of sales, inventory, and employee performance
- Complete daily dining outlet report and submit to GM, Assistant General Manager, Food and Beverage Director, Executive Chef, Executive Sous Chef, Chef de Cuisine, and restaurant management team
- Maintain an inventory of dining room items, including silverware, coffee pots, water pitchers, glassware, flatware, china, salt and pepper holders, sugar bowls, and linen; ensure items are properly stored
- Ensure compliance with company policies and procedures
- Confirm and maintain reservation system with accurate member names and member numbers
- Perform other duties and tasks as assigned

Licenses and Special Requirements

- Food safety certification preferred (SERV Safe)
- Alcoholic beverage certification preferred (TIPS)

Physical Demands and Work Environment

- Required to stand for long periods
- Required to walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch, twist, and reach
- Ability to push, pull, or lift up to 50 pounds
- Some continuous repetitive motions



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Club Overview

Piedmont Driving Club was founded in 1887 as a Gentleman's Driving Club. Now in its second century, the Club continues to grow and prosper as a dynamic part of Atlanta's rich heritage and promising future.

The historic Main Clubhouse, located on Piedmont Avenue in midtown Atlanta, offers ultra-casual dining in the Horseshoe and Above the Horseshoe, casual dining in the Park Room, which overlooks Piedmont Park, and a formal a la carte experience in the Main Bar. The banquet space can accommodate private functions ranging from an intimate dinner to events for 800 or more people.

Athletic facilities include men's and women's health clubs, Har-Tru tennis courts, pickleball, squash, padel, an Olympic sized swimming pool. The Athletic department offers a variety of health and fitness programs for all ages.

In 2000, the Club opened a second facility for golf and recreation in southwest Atlanta. This 650-acre location offers an 18-hole Rees Jones designed championship golf course and nine-hole par three course, a clubhouse with locker rooms, and a well-stocked 145-acre lake for fishing.

Piedmont Driving Club is committed to its employees, members, and communities through a thoughtful culture of service. The club has 2,250 members across all membership categories, and it is governed by a President and Vice President, along with five Board members.

Contact Person:

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