



ASSISTANT GENERAL MANAGER

Celebrating over 150 years of excellence, the Duquesne Club is one of the most recognized private city Clubs around the U.S. and Internationally. We provide members and guests with social, business, and recreational experiences marked by superior service and exceptional personal attention. We're looking for an Assistant General Manager, who will be involved in all aspects of the Club's operations, but whose primary focus will be on our extensive food and beverage operation, including a la carte rooms, banquet facilities, corporate suites, and multiple beverage outlets, in addition to off-site catering. We're looking for a candidate whose vision and strategic planning abilities will move the Club forward for the next generation.

The AGM will have direct reports—3 dining room managers, 3 catering/banquet managers, a wine director, and beverage manager. The food & beverage leaders manage a daily staff of approximately 30 food servers, 2 a la carte captains, 6 banquet captains, 2 office administrators and 4 banquet house persons. Hourly employees are covered by a collective bargaining agreement. The AGM is part of the management negotiating team. The candidate will need to be approachable with an open-door policy for all employees.

The AGM is responsible for:

- Implementing policies and enforcing rules and regulations.
- Directing a comprehensive training program for the food and beverage hourly/management staff.
- Coordinate over 100 Club sponsored events with relevant departments in the Club.
- Develop and market packages to promote food, beverage, and hotel room occupancies.
- Prepare operating budgets for the food & beverage departments, including budgeting china, glassware, and silverware inventory of over \$1M.
- Works closely with CFO/GM on capital budget and oversees capital improvement projects.
- Monitors the ordering/receiving program for products, supplies, uniforms, etc.
- Prepares reports regarding clubhouse services with the goal of maximizing profitability and services.
- Programming and training on the point-of-sale system to ensure accuracy and ease of use.
- Ensures the creativity of menus, both food and beverage, are updated throughout the seasons.
- Attend committee meetings and provide appropriate action/intervention as needed for the various societies within the club, i.e., art, beer, culinary, history, literary, rod and gun, and wine society.
- AGM must possess superior communication skills to learn the membership, interact with employees and Club members, respond to their requests and comments, and other duties as assigned.
- This position reports to the General Manager and is part of the Executive Staff.

Qualifications include:

- Bachelor's degree in hospitality management or equivalent four (4) year degree with a minimum of eight (8) years management experience in a high-volume operation.
- Ensure the Club operates in accordance with applicable local, state, and federal laws including by-laws of the Club.
- Proven strengths in team building, training, communication, financials, budgeting, sales, and marketing.
- Extensive knowledge of fine dining techniques and procedures for a la carte and banquet service.
- Certified Club Manager (CCM) and union experience preferred.
- An unwavering commitment to high standards, exemplary service, and ethical standards.

The salary is commensurate with experience. This position offers a bonus program along with a great benefit package including medical, dental, vision, std, ltd, life, 401K fixed contribution and match, parking, paid time off and more. Please visit www.duquesne.org and submit your resume through the career portal.