



GLENORA

WINE CELLARS

Winery • Inn • Restaurant

Setting the Standard of Excellence Since 1977

Dining Room Manager

Veraisons Restaurant – Inn at Glenora Wine Cellars

Join the team at Veraisons Restaurant, located in the heart of the beautiful Finger Lakes Wine Country, and help us deliver an exceptional dining experience that reflects the excellence of the Glenora Brand. We are seeking an experienced, passionate, and hospitality-driven **Dining Room Manager** to lead our front-of-house operations, inspire our team, and ensure every guest leaves with lasting memories.

Position Summary

The Dining Room Manager oversees all aspects of daily dining room operations, including staff leadership and service quality. Working closely with the Executive Chef this role ensures seamless service, exceptional hospitality, and the highest standards of professionalism. The ideal candidate will bring wine knowledge, proven leadership skills, and a genuine passion for guest satisfaction.

Key Responsibilities

- Deliver a consistently outstanding guest experience that embodies the Glenora Brand.
- Lead, train, schedule, and motivate dining room staff to maintain excellence in service.
- Collaborate with the Executive Chef to uphold quality standards and menu execution.
- Partner with the Event Coordinator to plan and execute banquets and special events.
- Organize and manage the annual “Celebrate Guest Chef” Pasta Night Series.
- Oversee POS operations, menu updates, and accurate pricing input.
- Manage inventory and ordering for wine, liquor, and linens.
- Maintain cash/change supply and oversee front-of-house accounting functions.
- Ensure dining areas are consistently clean, organized, and welcoming.
- Educate staff and guests on wine selection, pairing, and service.
- Process payroll and service charges for the front-of-house team.
- Provide weekly sales and performance reports to the General Manager and President.

Skills & Qualifications

- Minimum 3 years of experience in a restaurant management role.
- Experience in wine service, selection, and pairing, with the ability to educate staff.
- Strong leadership skills.
- Proficiency with restaurant POS systems: SkyTab experience preferred, not required.
- Professional, self-motivated, and committed to delivering world-class hospitality.

Position Type: Full-time (40 hours per week)

Compensation: \$22-\$25/hour. Commensurate with experience, plus full benefits

Reports to: General Manager