

## **Clubhouse Manager**

We are looking for a highly motivated and service-oriented manager with Food and Beverage and event management experience. This position includes all aspects of the Clubhouse operations that include but not limited to F&B operations, scheduling, inventory management, outings and events, above and beyond service, purchasing, and assisting the golf and pro shop manager.

### **Characteristics of the Clubhouse Manager**

- Positive attitude and enthusiasm for the position
- Strong leadership and decision-making skills
- Strong customer service skills and ability to communicate effectively
- Trustworthy
- Works well with and respectful of others
- Creative, proactive and focused on building the food, beverage and golf course business

### **Responsibilities**

- Work with ownership to establish business objectives
- Assist and collaborate with golf and pro shop manager and course superintendent to achieve business objectives
- Assist with and support golf and pro shop operations
- Organize and support on-site events and promotions, including golf related events
- Responsible for Staffing – Interviewing, hiring, training, scheduling
- Oversee food and beverage operations and catering
  - Prepare and oversee a plan for limited food offerings
  - Scheduling
  - Responsible for periodic inventory counts
  - Ensuring clubhouse/bar/kitchen is stocked and neat in appearance
  - Follow local regulations and maintain liquor license
- Oversee clubhouse and assist with course matters as appropriate
- Ensure that facility rules & regulations are being followed to create a safe work environment
- Create and implement marketing strategies to grow the customer base
- Business and financial reporting to ownership

### **Job Requirements**

- Restaurant and bar management experience required
- Golf course experience preferred, but not required
- Must be available to work evenings and weekends

- Employment subject to background and credit check

Salary: \$40-\$45K+ DOE

Possible future incentive package