



Elkridge Club

6100 North Charles Street
Baltimore, MD 21212

Job Title: Assistant General Manger

Reports to: General Manager

Club Details:

Age of Club:	140
Number of Members:	1300
Average Age of Members:	60
Gross Dollar Volume:	\$6,500,000
Annual Dues Volume:	\$3,000,000
Annual Food Sales:	\$1,500,000
Annual Beverage Sales:	\$550,000
Golf Facilities:	18 hole course, par 72
Tennis Facilities:	11 outdoor lighted Har Tru courts
Swimming Facilities:	2 outdoor
Other Athletic Facilities:	Golf Learning Center and Practice Center, Paddle Tennis Courts and Paddle Hut

Dining Facilities:

- 1 Casual Dining Room that seats 45
- 1 Formal Dining Room that seats 60
- 1 Member's Grill that seats 100
- 1 Outdoor Dining that seats 112
- 1 Private Function Room that seats 60
- 1 Meeting Room that seats 80
- 2 Meeting Room that seats 24
- 1 Ballroom that seats 225
- 2 Lounge/Bar that seats 28
- 1 Snack Bar
- 1 9th Hole

Special Club Features:

Welcome to the Elkridge Club. Set on 117 acres in Baltimore, Maryland, our Club offers much more than a membership; it's a lifestyle by family values and timeless traditions. The Club has a strong, vibrant and active membership with young families as well as those who are young at heart. Our philosophy is "Welcome

Home". Since our inception as a fox hunting club in 1878, we have dedicated ourselves to providing our members with a warm, attentive and refined club experience. With more than 140 years of tradition, we are proud of our rich history and our continual efforts to improve our facilities, programs and services to attract future generations of members to Elkridge.

The Club is open 6 days a week 12 months per year.

Brief Job Description:

Assistant General Manager

*Works directly with the General Manager by overseeing all aspects of the Food & Beverage operation including Pool, Snack Bar, Clubhouse kitchen, 8th Tee, Facilities Engineering, Housekeeping, and Special Events Coordinator. Specific responsibilities include all hiring, budgeting, and general operations with a specific focus on exemplary member services and team training.

*Assist the General Manager with other projects, which may include facilities improvement, and other special projects as may be assigned from time to time

*Must possess strong leadership and interpersonal skills. Successful candidate will be a highly motivated, friendly, and visible leader who consistently demonstrates by personal example and is engaging with members, members children and staff.

*Develops the annual operating budget for all required departments. Effectively evaluates his/her department's performance against budgeted expectations with specific reporting and assessment of results. Successful candidate must possess strong knowledge and understanding of fiscal responsibilities including financial reports and the ability to understand bottom line profitability while providing exemplary member services.

*Successful candidate must have a desire and track record of proven leadership and development while coaching new and existing core staff.

*Oversee strong programming and marketing component of all Club operations to generate excitement and engagement for all demographics of Club membership.

Candidate Qualifications:

Minimum of 5-8 years of progressive, consistent development as a Clubhouse Manager, Food & Beverage Director or Assistant General Manager in an upscale, exclusive full service private club, resort or hotel is required.

*A career path defined as upward, consistent growth as well as tenure and stability in previous positions.

*Must possess fundamental and advanced knowledge of all food and beverage disciplines including service techniques in a la carte and banquet dining and service.

*Must be skilled in managing multiple outlets.

*Excellent verbal and written communication skills with an understanding of social media and how it relates to club management.

*Strong technology skills, including knowledge of Microsoft Word, Excel, Power Point, In Design and Adobe Photoshop.

Education Requirements:

A hospitality or related degree is preferred. Membership in CMAA along with proven record of achievement and participation toward CCM designation.

Date Position Available:

Immediately

Other Benefits:

The position offers a full range of benefits including competitive salary, paid time off, performance bonus, 401 (k), medical, dental and vision coverage's.

A CMAA package including dues and education will be included for the successful candidate.

Please send resumes to:

Tina Lutzi-Regler, CCM, CCE

General Manager

6100 North Charles Street

Baltimore, MD 21212

410-377-6477

tlutziregler@elkridgeclub.org