



**Clubhouse Manager
Plainfield Country Club
Edison, NJ**

OUR RICH HERITAGE

Founded in 1890 as the Hillside Tennis Club, Plainfield Country Club has enjoyed a revered reputation among families and golf enthusiasts alike. The main course was designed by Donald Ross and opened in 1921. Sports facilities also include an expansive racquets facility with tennis, platform tennis and squash courts, a new aquatics center and the “West Nine” golf course. A renovation of the Historic Clubhouse has just commenced and is scheduled for completion in May 2019. The club prides itself as a “Family Country Club with World Class Golf”.

Starting in 2000, Plainfield Country Club has undergone an extensive course restoration and renovation program under the direction of architect Gil Hanse. The project included the rediscovery of lost bunkers, restoration of all existing bunkers, expansion of 16 greens, lengthening of 12 tees, installation of chipping areas, fairway rerouting, significant tree removal, a new irrigation system/reservoir and extensive practice area enhancements.

“Giving back” and hosting Championships is a priority for PCC. Its history includes the 1978 U.S. Amateur, 1987 U.S. Women’s Open, the PGA Tour’s 2011 & 2015 Barclays (now the Northern Trust), the 2018 Junior President’s Cup and countless regional and state championships. Acting as the host of PGA Tour events generated millions of dollars for local charities, including PCC’s First Tee of Plainfield program. PCC is the first private country club in the U.S. to start and operate a First Tee program on its property.



Position Description:



The Clubhouse Manager will oversee and manage all services and activities for the Clubhouse, Aquatics Center and Course Halfway House, with the goal of consistently providing an exceptional experience for our Members, their families and their guests. The Clubhouse Manager will also be responsible for achieving the Club's critical financial objectives in regards to all food and beverage activity.

This position will report directly to Plainfield Country Club's Chief Operating Officer/Director of Golf, Scott Paris, PGA.



Key areas of responsibility include:

- Responsible for upholding the Plainfield Country Club mission statement and implementation of all Club policies and procedures.
- Recruit, hire, train, motivate, mentor and manage all Clubhouse, Aquatics and Housekeeping staff.
- Provide a high level of service and hospitality for every Member and guest visit.
- Define and oversee roles of all servers, banquet set up, bartenders, locker room staff, housekeepers, aquatics staff and front desk staff.
- Work closely with other departments to establish best practices and ensure that events and projects are executed smoothly and staffed appropriately.
- Collaborate closely with the Executive Chef for design of Ala Carte menus, daily specials, event menus and management all food costs.
- Develop wine lists and bottle/glass wine sales promotion.
- Regularly assess satisfaction levels for food quality, service and events.
- Maintain frequent contact and interaction with PCC Members and guests.
- Create and monitor budgets for staffing, alcohol, supplies and housekeeping with approval of Finance Committee, CFO and COO.
- Ensure all legal requirements, including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages are always adhered to.

- Support recruitment and retention of corporate and charitable golf outings.
- Support Banquets & Events Coordinator efforts to recruit weddings, parties and events.
- Maintain close working relationship with the Chief Operating Officer/Director of Golf, CFO, Greens & Grounds Superintendent, Head Golf Professional, Facilities Manager, Director of Racquets and all other Managers.
- Assist the Chief Operating Officer/Director of Golf in the preparation of budgets, including forecasting and review of all Food & Beverage revenues and expenses on a weekly, monthly, and annual basis.
- Approve all appropriate weekly time cards, payroll, purchase orders, and invoices.
- Assist with communications process to include website, email, instagram, signage, etc.
- Attend all staff, management, house committee, pool committee and other applicable meetings.
- Assist with New Member Orientation Program and integration to the Club.
- Manage daily opening/closing procedures of appropriate facilities.

Experience / Qualifications / Skills:

Including, but not limited to, the following:

- Bachelor's degree from a four-year college or university is strongly preferred.
- Hospitality Management major is preferred.
- Substantial private club or hospitality industry experience including management and supervisory roles.
- Member of the Club Manager's Association of America and/or other professional associations.
- Excellent interpersonal skills that will enable incumbent to develop strong member relationships.
- Strong leadership skills with proven experience in recruiting, managing and motivating a dynamic team.
- Able to communicate effectively and professionally in both verbal and written formats.
- Must demonstrate appropriate analytical skills, attention to detail and creativity.
- Must work a flexible schedule to include nights, weekends and holidays.
- Ability to stand for extended periods of time and occasionally lift up to 50 lbs.
- Honesty and integrity.
- A high level of self-motivation and a strong desire to further develop career.

Compensation and Benefits

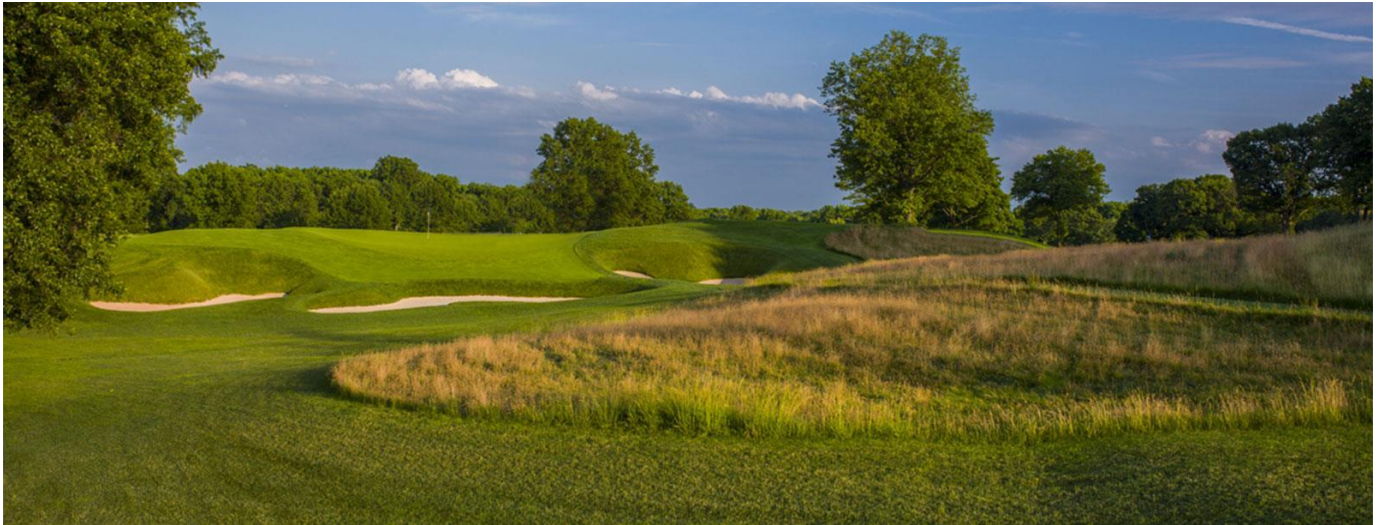
The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to:

- Competitive Base Salary - \$100,000+ (commensurate with experience)
- Significant Operations Bonus connected to PCC revenue and expense budgets.
- Benefits - 6 weeks' Paid Vacation (4 weeks to be taken between January 1 and March 1), Health, Dental, Vision, Disability, Life Insurance, Meals, CMAA Dues, On-going Education and Cell Phone expenses.

Application Instructions:

Please submit your cover letter, resume and references to Scott Paris, Chief Operating Officer/Director of Golf at scottp@plainfieldcc.com.

Please note: Employer does not wish to receive phone calls.





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