



The Sulgrave Club near the Dupont Metro is now accepting applications for our Assistant Club House Manager's position.

The right candidate will have 2 to 5 years of management experience in the Private Club or a similar industry (Luxury Hotel/Resort/Fine Dining Establishment or other Concierge type service venue).

The Assistant Club House Manager's primary responsibility is running the Front Office/Hotel operation which includes supervision of Guest Service Attendants, Doormen, Valets, Coat Check and Housekeeping. After mastering this domain, the Assistant Club House Manager will be trained as a whole-house manager which is our overarching philosophy for our entire front of house management team. This allows for cross utilization of all managers to fill in for each department when a fellow manager has the day off. The right candidate will be trained so that she/he will be proficient in every dimension of the Clubs operation including; Room Service, Private Dining, Banquets and Club Functions (this includes book signing lecture dinners and luncheons, black tie affairs and a vast offering of Club activities), basic Building Maintenance, Fiscal review and oversight and Human Resource fundamentals will all be conveyed.

The Sulgrave was founded in 1932 and has called The Wadsworth House (registered with The National Trust for Historic Preservation) on Dupont circle our home for the last 86 years.

We have eight overnight rooms, a gourmet kitchen and one of the District of Columbia's most beautiful Ballrooms. Ours is a formal environment with fine dining, a coat and tie is required for the gentlemen in all of our public spaces and similar formal dress for women is also required.

A full benefits package will be offered to our new Assistant Club House Manager. This will include a safe harbor 401(k), Dental, Health, Disability and Life Insurance. Additionally, paid parking or a Metro stipend is provided. Supporting continuous growth and education are priorities at the Sulgrave, after one year of service, membership in the Club Managers Association of America with a stipend for continuing education in pursuit of the CCM certification will be included. Unique to the Sulgrave is our summer closure. We close the Clubs Operations on the last Friday of June each year and re-open the Monday following Labor Day every September. During this time managers work on special projects and capital improvements but our dress code is relaxed and managers are welcome to wear summer attire. Our flexible schedule in the summer time allows us to make up for the many hours that we pour into the very busy fall and holiday season. We have a very unique bonus program that will be explained to our final candidates that is accompanied by a host of exciting employee programs for all to enjoy.

If this position sounds like your next best opportunity in the hospitality industry please send your resume to HR@Sulgraveclub.org. If your experience, cover letter and resume match or needs we will be back in touch to schedule an interview.