Director of Clubhouse Operations

DEPARTMENT: **Clubhouse/Food and Beverage**
REPORTS TO: **General Manager**
STATUS: **Exempt**

SUPERVISORY RESPONSIBILITIES:

Manage the daily function of all Clubhouse Operations to include: Housekeeping, Maintenance, Kids Activities and Food and Beverage employees, operations, sales, costs and departmental profit. Execute supervisory responsibilities in accordance with the Club's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analyze Food and Beverage operations from the standpoint of operating costs, increasing sales, efficiency, merchandising principles, work simplification and sanitation.
- Train assistant managers on overseeing the set-up and execution of all catering and special event functions.
- Train assistant managers on developing training for ala carte, bar and catering staff members
- Make specific corrections and recommendations necessary for optimum performance of the Food and Beverage Department and clubhouse operations.
- Maintain schedules, train labor management and payroll controls.
- Develop on-going professional and developmental training programs for Food and Beverage department personnel to measure and support service quality.

- Implement programs and policies to ensure compliance with prescribed methods and standards.
- Coordinate with the Chef regarding all menus, pricing, food presentation, sanitation, food promotion, employee scheduling, quality assurance, food preparation and service.
- Coordinate with Chef to ensure that all purchases conform to Food and Beverage Department specifications and quality.
- Direct weekly Food and Beverage Department meetings covering all necessary subjects pertaining to the proper function of the department including events, operational problems, and changes in policies and procedures.
- Attend executive manager weekly meetings to present happenings around the clubhouse.
- Complete daily inspections of Overall Clubhouse and all Food and Beverage Departments including the kitchen, storeroom, dining rooms, outlets and other areas under control.
- Develop interesting ways of promoting club functions in dining room, bar and other outlets
- Maintain POS System for accuracy.
- Maintain beverage ordering system and inventories while training assistant managers.
- Perform other duties as assigned.

Qualifications and Functional Skills

• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Bachelor's degree (B.A.) from four-year college or university; or minimum five years related Club management experience and/or training; or equivalent combination of education and Food and beverage management experience.

• CMAA involvement is preferred, not required.

• Demonstrates transferable skills such as problem-solving, teamwork, guest service and effective communication.

• Proficient in Microsoft Word, Excel, PowerPoint and Outlook. POS knowledge

• TIPS Alcohol Awareness and CPR/AED certifications preferred, but not required.

• Able to meet the physical demands and responsibilities of the position. He/she will, while regularly performing the essential functions of the job, be standing, sitting and lifting/moving items or objects over 50 pounds and sometimes lift/move items up to 100 pounds.

Pay and Benefits: Salaried position based on experience with range of $85k - $100K, Medical, Dental, Vision, Life Insurance, 401K, Vacation, CMAA Dues and Education support

Position Available: September 13, 2021

Interested Candidates should submit your resume and cover letter to:
Manor Country Club
ATTN: Jack Molinaro, General Manager
Using e-mail address: jhalama@manorcc.org

Website: manorcc.org