

Clubhouse Manager

Job Description

The Monticello Golf Club is seeking a professional and detail-oriented Clubhouse Manager to plan, lead, execute, and manage all operations of the MGC Clubhouse including the dining room, bar, and event coordination. The Golfing season runs from April 1 through October 31 yearly. Off-season events and activities to be coordinated between the Clubhouse Manager and the MGC Board. The Clubhouse Manager reports directly to the MGC Board.

Duties/Responsibilities

- Recruit/Hire all clubhouse service staff including servers, cooks, bartenders, and bus persons/dishwashers to ensure timely and pleasant service.
- Oversee plans for training, development, and retention of clubhouse staff to maintain an elevated level of service.
- Primary duty is management and leadership, however, will be required to fill in as a Server, Busser/Runner, Bartender, etc. during peak periods or when short staffed.
- Implement and support all Club initiatives and programs as requested by the Board.
- Develop operating budget, monitor and act as necessary to ensure P/L goals are achieved.
- Develop and maintain a positive and professional rapport with all Members and guests.
- Accept Member concerns and complaints and work to provide solutions to achieve member satisfaction in a professional and timely manner.
- Manage operations within budgetary restraints.
- Ensure all practices comply with applicable laws and licensing agreements.
- Maintain a prominent level of Member contact throughout service hours.
- Lead training and supervision of dining staff.
- Assist in service as needed and when required.
- Produce analyses and other reports from the point of sale (POS) system used in the clubhouse as requested.
- Work with Treasurer of the Board to prepare annual operating and capital budgets in accordance with the needs of the golf club.
- Make suggestions about improvements in dining service procedures and layout.
- Maintain all food, beverage, and equipment inventory.
- Monitor labor and supply budgets.
- Carry out bylaws and policies as set by the Board
- Attend monthly Board meetings and communicate as needed with Clubhouse liaison
- Additional duties as assigned by the Board

Additional Education/Skills/Requirements

- Four-year college degree or equivalent experience
- Demonstrated experience in personnel supervision and management in the food service or related industry
- POS Software proficiency
- Food Handler Certification and other applicable certifications and licenses
- AED/First Aid/CPR Certified

Please submit cover letter and resume by email to: monticelloil.golfclub@gmail.com no later than August 18, 2023.