Myopia Hunt Club

Assistant Clubhouse Manager

Club Overview:

Myopia Hunt Club is a 139 year-old member-owned Club with 350 members whose average age is 53. Gross dollar volume of $5.8 million. Annual Food Sales - $850,000. Annual Beverage Sales - $350,000. Athletic facilities include an 18 hole links style golf course with driving range; 7 har-tru outdoor lighted courts, 3 Paddle Courts, 2 International Squash Courts, Swimming Pool with Locker Room facility and Snack Bar. The Club also has a Stable for horses and Kennels for American Fox Hounds used during the Hunt season. Dining facilities include a Main Clubhouse with three dining rooms. One has the seating capacity for 70; one with a seating capacity of 40; Terrace with a capacity of 80 and a ballroom with a capacity of 110. The Lower Clubhouse focuses on a casual dining environment and has the capacity of 80. Myopia Hunt Club is located on the North Shore in the town of South Hamilton, MA. The golf course has played host to 4 U.S. Open Championships and has the two oldest operating Polo fields in the United States. The Club is open 6 days per week, 12 months per year.

Position Description:

The Assistant Clubhouse Manager (ACM) is ultimately responsible for all Food and Beverage operations at the Club including the Main Clubhouse, Lower Clubhouse Dining Rooms & Snack Bar and outside function activity. The individual will oversee the day-to-day operations in all food and beverage areas, service training and payroll administration. The (ACM) will also be responsible for the coordination of all member and member sponsored events. Works in conjunction with Club Manager and Executive Chef to develop and monitor all budgets and financial responsibilities in relation to member dining outlets, outside functions and member events. The (ACM) is a highly visible position and must be able to motivate and direct a staff to exceed the expectations of the membership and guests.

Position Qualifications:

Candidates must have a minimum of three - five years prior Food & Beverage management experience in a busy, private club or similar hospitality environment. He/She must be a mature, highly motivated individual with an attention to detail and the ability to work in a team environment. An individual who possesses a high degree of integrity to represent the best interest of the Club and its' members.
Job Duties to include, but not limited to:

Employee training and development of all front house employees.

Sincere and significant engagement of members, guests and staff, listening to their concerns and suggestions and working closely with the Clubhouse Manager to implement appropriate and necessary improvements.

Observing, assessing and evaluating all areas of responsibility, working with the Clubhouse Manager to identify and create a plan for incremental improvement of membership satisfaction.

Food and beverage operations financial performance.

Employee performance evaluations and satisfaction. The Assistant Clubhouse Manager coordinates closely with other key Department Heads, primarily as it relates to cooperative efforts surrounding planning, scheduling, special events and implementation of Club functions.

Accurate and timely completion of weekly Banquet Event Orders (BEO) and distribution of packets along with on-going change orders.

Works closely with the Executive Chef to determine selling prices, menus and other details for both dining room outlets and outside party events.

Represents members’ needs and interest on assigned Club committees.

Coordinates weekly staff meetings with dining staff and transmits necessary information to and coordinates event planning with the staff.

He/She arranges for printing of menus, procuring and installation/placement of decorations, and booking of and set-up for entertainment. He/She properly handles any other special requests in conjunction with the Club Manager.

Reviews weekly inventories of all beverages (alcoholic & nonalcoholic), wines, paper products and linens and coordinating weekly orders based on projected member business and scheduled outside parties and/or member events.

Other Traits, Skills and Competencies:

Exceptionally strong food and beverage credentials & knowledge.

Strong management skills with strengths in leadership, communication and financial performance.

Strong technical literacy including Jonas POS, Microsoft Word, Excel and Publisher programs.

Exceptionally strong written and verbal communication skills.

A confident, proactive Team Builder who has a history of attracting, developing and retaining a high performance staff.

A proven food and beverage leader who is able to manage his/her time and establish priorities, to which he/she is accountable to execute against.

Anticipatory approach to membership needs and the ability to address situations in a calm and efficient manner both with membership and staff.

Compensation:
Salary is commensurate with qualifications and experience. Benefits to include, Health and Life Insurance, CMAA/NECMA Membership, Vacation, Holiday Bonus, 401(k) plan.

**Applications:**

Send Resume and Cover Letter To:

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