Myopia Hunt Club

Club 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 $5.8 million. Annual Food Sales - $850,000. Annual Beverage Sales - $350,000. Athletic facilities include an 18 hole links style golf course designed by Herbert Correy Leeds 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. The Clubhouse recently was renovated to expand the current dining facilities which includes three dining rooms; Ladies Dining Room with a seating capacity for 70; Men’s Dining Room with a seating capacity of 40; Winthrop Terrace with a capacity of 100 and a ballroom with a capacity of 180. The Lower Clubhouse focuses on a casual dining environment and has the capacity of 70. 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 two of the oldest operating Polo fields in the United States. The Club is open 6 days per week, 12 months per year.

Position Description:
The Club Manager (CM) is ultimately responsible for the overall operations of the Clubhouse facility to include all Food and Beverage, Housekeeping and Pool operations at the Club. The (CM) position is the liaison between the Executive Committee of the Club and works directly with the House Committee to insure Club policies are communicated and followed through by the staff. The (CM) is responsible for developing and managing all budgets as they pertain to the Clubhouse Operations. The (CM) will also be responsible for the coordination of all member and member sponsored events in conjunction with the House Committee. Works in conjunction with Clubhouse Management Team to develop and monitor all budgets and financial responsibilities in relation to member dining outlets, outside functions and member events. The (CM) is a highly visible position and must be able to motivate and direct a staff to exceed the expectations of the membership and guests. The (CM) reports directly to the House Chairman and President of the Club and oversees the positions of Executive Chef, Assistant Club Manager, Beverage Manager, Housekeeping Supervisor & Pool Director. The Club Manager works in conjunction with the other department heads (Controller, Sports Professionals, Superintendent, and Maintenance Supervisor) and Committee Chairs and Stewards to ensure a seamless operation for the membership to enjoy.

Position Qualifications:
Candidates must have a minimum of five years 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:
Working with Management Team to ensure proper employee training and development of all employees as they relate to the Clubhouse and Pool Operations.

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

Observing, assessing and evaluating all areas of responsibility, working with the Clubhouse Management team to identify and create a plan for incremental improvement of membership satisfaction.
Job Duties to include, but not limited to (continued):

Proper management of the Food and Beverage Operations financial performance as it pertains to all Food & Beverage outlets.

The maintaining of Employee Performance Evaluations for all key Clubhouse Management Staff.

The 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.

Work in conjunction with Management team to assure accurate and timely completion of weekly Banquet Event Orders (BEO) and distribution of packets along with on-going change orders to successfully expedite the operations of the Club.

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 Food & Beverage Staff and transmits necessary information to and coordinates event planning with the staff. Attends monthly Clubhouse Staff meetings to communicate input and direction from Executive & House committees as it pertains to the dining program at the Club.

Meets with Members and/or Event Coordinators in the bookings of private party and Outings to organize and develop activities for their special events.

He/She in conjunction with F&B Management team arranges for printing of menus, procuring and coordination of decorations, and booking of and set-up for entertainment. He/She properly handles any other special requests in conjunction with the House Committee.

Works in conjunction with Club Controller in the overview of monthly financials to evaluate operating results and investigate any discrepancies for and explanations.

Creates and evaluates P&L’s as they pertain the Club events. Develops procedures to expedite quality events for the membership within the budgetary guidelines.

Works in conjunction with Front Office Staff to develop all marketing documents communicated to membership via mailings and website communications.

Coordinates with Front Office Staff to properly maintain and manage Club’s website.

Meets with all new Members and Summer Guests to welcome them to the Club and effectively communicate the traditions of the Club to be enjoyed by both themselves and their families.

Ensures traditions of the Club are properly maintained and established for all members and guests as they pertain to the Club operations.
**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:

Mr. Christopher S. Welles Club President
Myopia Hunt Club
435 Bay Road
South Hamilton, MA 01982

cestrop@myopiahc.org