



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:  
**ASSISTANT CLUBHOUSE MANAGER**  
**The Golf Club at Briar's Creek**  
Johns Island, SC

The Golf Club at Briar's Creek in Johns Island, SC, seeks an Assistant Clubhouse Manager to be a role model and guide their dedicated and talented food and beverage department while setting a high standard of excellence. This role is ideal for a proactive, dynamic leader who will create a culture of hospitality that the members have come to expect from the Club.

#### POSITION OVERVIEW

The Assistant Clubhouse Manager will report directly to the Clubhouse Manager, be responsible for all front-of-house training and support, and be the "face" of food and beverage at Briar's Creek. The Assistant Clubhouse Manager will also collaborate with the Concierge to ensure every cottage stay is special and that any food and beverage aspect is covered. A passion for hospitality and a desire to make lasting memories are critical to the successful candidate. Briar's Creek is a small, close-knit "family" of members, and someone looking to grow in our industry will find this opportunity very appealing.

#### JOB SUMMARY

- Actively engaged with the staff and members during meal periods- on the floor, visible, and working with the team to provide the membership the best service possible.
- Assists in planning the Food and Beverage Department to meet the daily needs of the operation.
- Works to ensure that effective orientation and training for new staff and professional development activities for experienced staff are implemented, understanding this is a very important component to the candidate's success.
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.
- Assures that all standard operating procedures for sales and cost control are in place and consistently utilized.
- As a hands-on manager, you are expected to continuously evaluate the performance and encourage improvement of the personnel in the food and beverage department.
- Helps plan staffing and scheduling procedures and assists in developing job descriptions/specifications for all beverage department staff.
- Establishes quantity and quality output standards for the personnel in all positions within the beverage department.
- Works with the Clubhouse Manager to research new products and develop an analysis of the cost/profit benefits.
- Works with the Clubhouse Manager to implement policies and procedures for the beverage department.
- Assists with the ordering and receiving all products and supplies in the department to ensure proper quantity and price on all purchases.
- Consistently delivers a warm greeting to members and oversees actual service daily.
- Assists in developing ongoing training programs for bar production/service personnel.
- Continually works to ensure correct handling procedures to minimize glassware breakage.
- Works with the Clubhouse Manager to handle member complaints on escalated issues.
- Performs other duties as apparent or assigned.



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#### QUALIFICATIONS

- Five years' experience in the private club industry.
- Bachelor's degree from an accredited college or university is required.
- Wine/Spirits knowledge and a passion for food and service are essential.

#### REPORTS TO

- Clubhouse Manager

#### DIRECT REPORTS

- Food and Beverage Staff
- Club Concierge

#### THE CLUB OFFERS

Salary will be offered at \$75,000 annually.

- Bonus potential
- Paid Time Off (Vacation, PTO, and Holidays)
- Relocation package
- Medical, dental, and vision insurance
- Education Allowance
- Uniforms

#### CLUB OVERVIEW

The Golf Club at Briar's Creek is an exclusive, private club owned by McNair Interests, based out of Houston, Texas. The Club boasts an 18-hole championship course designed by Reese Jones, a beautiful 13,000 square foot clubhouse, and "The Lodge," which houses the golf pro shop and a small gym. In the past five years, the Club has added a state-of-the-art teaching facility (The Robert C. McNair Performance Center), a nine-hole putting course (Churchill), three golf cottages, and renovated the golf course. The club has 325 golf members and a handful of social members. The Club hosts golf events, member traditions, weddings and rehearsals, and wine dinners. Lunch is served six days per week, and a la carte dinner is served two nights each week.

#### CLUB DETAILS

- 325 Members
- \$8.5M Total Gross Revenue
- \$1.2M F&B Revenue
- 65 Peak season staff
- Website: <https://www.briarscreek.com/>

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