



CLUBHOUSE MANAGER

The Country Club of Florida Village of Golf, FL

Chicagoan founder Carleton Blunt described The Country Club of Florida as being a place of gracious living, fine people and where there would be plenty of room for golf and contentment.

Founded in 1956, this club has become the embodiment of not only its founders perspective, but an example of what a fine club truly is. The Club's prime location in coastal Palm Beach County has made it a very attractive draw to members from across the country seeking a winter locale for golf, family and social enjoyment. The history of the club is representative of the membership. Titans of industry and members from fine, exclusive clubs across the country call The Country Club of Florida their second home.

The beautiful and stately clubhouse, designed by Peacock and Lewis, opened in 2003. It is the combination of the founder's vision, the club's elite membership, history and dedication to a fine golf experience that has guided The Country Club of Florida to sustained success, its reputation and generations of devoted members.

The 50,000 square foot clubhouse features the Pelican Grill dining room with seating for 85 serving lunch and dinner, the Palm Room for small private parties or quiet dining, and a banquet room that can serve parties of 10 to 300. In addition, the clubhouse offers Men's and Ladies locker rooms, card rooms, New Lifestyle Center, halfway house, a pool, croquet court, 2 pickleball courts and 2 tennis courts. The 18 hole golf course is the signature feature of the club with amazing practice facilities, caddy program and no tee times. The club has 348 memberships offering multiple categories.

POSITION SUMMARY:

The Clubhouse Manager, reporting to the Club's General Manager, is to be responsible for all the food and beverage services of the Club and will direct other clubhouse operations such as valet parking and the general maintenance of the building and grounds.

A friendly, outgoing personality is a prerequisite for the position, as is a strong working knowledge and extensive experience in first-class food and beverage operations. The Manager's duties will include the hiring, training and guiding the daily procedures of the kitchen, dining room, bar and locker room staff while being hands on in all dining outlets as well as for parties and event venues. The individual is expected to have significant knowledge in all matters relating to food and wine, and to provide leadership aimed at increasing usage and satisfaction by members.

POSITION RESPONSIBILITIES:

Food and Beverage

- To develop and implement policies and procedures for all food & beverage service.
- To consult daily with the Executive Chef, the Dining Room Manager, Catering Director and other applicable club staff to ensure the highest ongoing level of member satisfaction.
- To assist the executive chef in formulating creative, imaginative, fresh and changing menus.
- To maintain an ongoing first-class wine list and beverage program.
- To direct and supervise the purchasing of all beverage products.
- To formulate budgets for the Club's food and wine service in all venues and to track all deviations from it.
- To develop and maintain communication to members for all food and beverage services.
- To ensure maximum efficiency in the processing and billing for all food and beverage services.
- To assist in planning and implementing procedures for special Club events and banquet functions.

Clubhouse:

- To oversee the maintenance of the clubhouse, including housekeeping of the interior and exterior grounds.
- To supervise the contracted valet service of the Club, its weekly staffing and operational procedures.
- To supervise the proper upkeep of the Lifestyle Center, Tee House, croquet courts, pool and racket courts.
- To provide technical assistance and support for audio, visual and lighting requirements in the Club.

Financial and Marketing

- To develop an operating budget with the General Manager, for each of the outlets, to monitor and takes corrective action as necessary ensure that budget goals are attained.
- To ensure that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- To update regularly the Club's web site with current dining room menus, articles, pictures and descriptions of upcoming events and promotions.
- To audit and approve weekly payrolls.
- To develops creative promotions for Club functions in the dining room, lounge and other outlets.

Human Resources

- To hire top quality personnel in accordance with the Club's core values.
- To provide orientation and training for new staff and to implement ongoing professional development for veteran staff.
- To make a continuing strong and visible presence with the membership.
- To ensure that all legal requirements are consistently adhered to, including federal, state and local laws pertaining to alcoholic beverages.
- To ensure that all applicable Club policies and procedures are followed.

Operations:

- To develop capital budgets for all necessary food and beverage equipment and to recommend facility renovation requirements.
- To inspect all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
- To manages physical inventories of china, glass, flatware, etc., for all dining room, bar and locker rooms.
- To serve as an *ad hoc* member of appropriate Club committees or sub-committees.
- To addresses member and guest complaints and to advise the General Manager on appropriate corrective actions.
- To maintain appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- To ensure that reservations to all venues are handled efficiently.
- To be responsible for the proper accounting and reconciliation of the point of sale system and member charges.

CANDIDATE QUALIFICATIONS:

The candidate must possess strong knowledge in food preparation and wine service. A degree in Hospitality Management is preferable, but four to six years of comparable and outstanding food and beverage management experience is essential. The candidate should demonstrate a passion for service, positive leadership skills, and a fundamental understanding of the country club experience. The ability and willingness to work flexible schedules, including holidays, is all important. The candidate is expected to have a sound technical background, computer skills and experience with point of sale systems.

SALARY AND BENEFITS:

Compensation for the position will be a salary based on qualification and experience. Individual will be eligible for all Club benefit programs and bonuses.

HOW TO APPLY:

Interested and qualified candidates should send a cover letter and resume for consideration to jcollier@ccfgolf.com.