

Peridia Golf and Country Club – General Manager Job Posting

Date Posted: 3/27/2024

Job Title: General Manager

Located on Florida State Road 70 (53rd Avenue), three miles West of I-75 in Manatee County, FL, **Peridia Golf and Country Club** is a semi-private facility with an executive golf course, restaurant and bar, banquet facilities, tiki bar and tennis & pickleball courts.

Development started in 1986. Peridia is registered with Manatee County as Peridia Property Owners Association (PPOA); a 7 HOA bundled community with equity membership and ownership for all 649 residences consisting of single-family homes, condominiums, and townhouses.

Peridia is managed by an elected Board of Directors, a paid General Manager and a staff of employees. It is controlled by Articles of Incorporation, By-laws and Declaration of Covenants, Conditions and Restrictions.

Member assessments support the various community amenities, through operating and capital budgets.

Brief Job Description:

- Serves as chief operation officer of the Peridia Property Owners Association (PPOA).
- Reports directly to the Board of Directors.
- Manages all operating functions of the club including its Accounting, Communications, Guest Services, Events, Golf Course Management, Food and Beverage, the Golf Shop, Administration, and Housekeeping.
- Maintains positive relationships between the club and its members, the Board, guests, employees, community, government, and industry.

Salary: Competitive compensation based on experience

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Essential Job Functions:

- Delivers and promotes prompt, courteous and friendly service to all members, guests and employees.
- Responsible for hiring, motivating, developing, directing and managing staff members on a daily basis.
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
- Ensures that goals and objectives of the Club are defined, understood, evaluated and implemented on a continuous basis to meet the expectations of the membership, Board of Directors, and Management.
- Coordinates the development of the club's long range and annual business plans.
- Develops, maintains and administers a sound organizational plan, initiates improvements as necessary.
- Maintains membership with professional associations. Attends conferences, workshops and meetings to keep abreast of current information and developments in the field.
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
- Coordinate all Capital purchases to insure the best valued investment.
- Understands and monitors the club's daily financial proceedings to better explain financial progress and/or concerns in a monthly General Manager's Report.
- Develop and deliver monthly General Managers report.
- Develops operating policies and procedures and directs the work of all department managers.
- Monitors the quality of the club's products and services and ensures maximum member and guest satisfaction.
- Secures and protects the club's assets, including facilities and equipment.
- Communicates consistently with the Board
- Identifies issues and recommends solutions.

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Education/Certificates/Licenses/Training/ Experience/Background:

- College degree or equivalent experience, and CMAA certification required.
- Experience as a General Manager or Assistant General Manager.
- Food Protection Manager Certification.
- Must obtain CAM license WITHIN ONE MONTH OF ACCEPTING JOB.
- Restaurant experience preferred.

Skills:

- Ability to communicate effectively with managers, guests and employees in one-on-one and small group situations in a fast-paced environment.
- Ability to create and disseminate written correspondence.
- Ability to delegate responsibilities.
- Ability to motivate, develop and manage a team.
- Must be computer literate. Microsoft Office, and familiarity with Golf 360 Pro golf club management system a plus.
- Must be able to perform math computations essential for budgeting and cost analysis purposes.

Date Position Available:

4/1/2024

Please send resumes:

Mail to:

**Peridia Property Owners Association
4950 Peridia Blvd
Bradenton, FL 34203
Attn: Wayne Roell**

Or email to:

**admin@peridiagcc.net
Attn: Wayne Roell**