



## **CLUBHOUSE MANAGER**

### **Position Summary**

Morehead City Country Club is searching for a Clubhouse Manager (CM). Morehead City CC is located in Morehead City on the Crystal Coast of North Carolina. The Morehead City CC recently opened a new clubhouse with a third floor rooftop bar and patio that offers stunning views of the course and the Newport River. Check out photos and videos at [www.moreheadcitycc.com](http://www.moreheadcitycc.com).

The CM is responsible for managing all aspects of the Club's daily operations with a strong focus on the food & beverage operations throughout the Club including member dining, member events, activities, turn grill, pool snack bar, banquet, and catering functions, etc., as well as overseeing pool operations and clubhouse maintenance & housekeeping by working with the Catering Director and Restaurant Manager.

The CM will also be responsible for overseeing the recruiting, hiring, training, and supervising the implementing and monitoring department budgets; managing and maintaining the highest standards of products and services while maximizing profitability through cost and labor control and meeting revenue goals; and applying relevant marketing principles to assure that the wants and needs of Club members and guests are consistently exceeded.

## **Position Functions And Duties**

- Direct and manage daily operations and ensure that the Club's high standards of service and quality are met or exceeded.
- Be knowledgeable of and comply, at all times, with the Club's standards, policies, and regulations to encourage safe and efficient operations.
- Interview, hire, and train employees when necessary. Ensure managers and staff roles and expectations are clearly defined and encourage high morale amongst staff.
- Coach, counsel, motivate, discipline, and hold managers and staff accountable when necessary. Monitor performance regularly. Terminate employees when necessary.
- Assure that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Oversee scheduling of departments and monitor employee records to minimize overtime and keep labor costs within budget.
- This is a very hands-on position. The candidate will be actively engaged in all operations. Not an office role priority.
- Audit and approve biweekly payroll.
- Assist in planning and approving external and internal marketing and sales promotion activities for department outlets and special Club events.
- Work with the corporate team to develop and execute operational strategies.
- Understands and exhibit Southern Hospitality.
- Establish quantity and quality output standards for staff in all positions within the departments.
- Develop and implement financial strategies by anticipating requirements, trends and variances; develop budgets and action plans and take corrective action when necessary to ensure budgeted goals are attained.
- Manage the ordering of all purchases including food, beverages, supplies, wine, beer, liquor, sanitation, equipment, etc.
- Inspect supplies, equipment, cleanliness, and organization of areas to ensure efficiency, organization, safety, sanitation, and cleanliness standards.
- Responsible for equipment, maintenance schedules, and arranging for repairs.
- Approve all product invoices before submitting them to the Accounting Department.
- Maintain records of special events, house counts, food covers, and daily business volumes.
- Oversee and monitor monthly physical inventory for timeliness, and accuracy to maximize usage and minimize waste and breakage.

- Maintain a safe, secure, and healthy work environment by establishing, following, and enforcing sanitation and quality of food and beverage preparation, service standards, and procedures.
- Monitor and ensure alcoholic beverage and other regulatory requirements are met.
- Develop departmental objectives, budgets, policies, procedures, and strategies and meet or exceed specified goals.
- Utilize computer programs to analyze forecast, cost, and revenue reports and decisions based on that information to ensure maximizing of profits.
- Implement and monitor sanitation and cleaning schedules.
- Greet members and guests and oversee actual service on a routine and random basis.
- Serve as a member of the Club's management team and provide necessary reporting to department managers, General Manager, AGM/Controller
- Maintain communication with senior managers to review operational and financial goals and inform them of any problems or unusual matters of significance.
- Work closely with department leaders to ensure goals and objectives are continuously met or exceeded.
- Monitor market trends and stay abreast of changes to remain relevant in the industry.
- Attend staff meetings.
- Performs other duties as assigned by management.

### **Candidate Qualifications**

- A minimum of five years' experience as a Food & Beverage Director, Clubhouse Manager, or Assistant Clubhouse Manager in a well-regarded private Club or high-end resort.
- A team builder who embodies the role of ultimate coach and motivator, bringing out the best in others by setting clear goals and expectations.
- Ability to effectively interact with members, guests, and team members at all levels of the organization.
- Has a verifiable record of successfully leading and growing dynamic clubhouse operations including building revenues, controlling costs, and meeting or exceeding member expectations.
- Strong financial skills and budgeting acumen.

- Possess strong organization skills and an obsession with details necessary to achieve high levels of quality and satisfaction.
- Is confident in his or her ability yet humble in his or her interactions.
- Is a passionate and highly motivated professional who enjoys full member engagement.
- Has a professional appearance and expects the same from his or her staff.
- Excellent verbal and written communication.
- Jonas POS experience considered a plus.
- **COMPENSATION:** Salaried position \$110,000 plus paid health insurance for employee. CMAA dues covered.

Please submit your resume and cover letter and join our team:

Attention:

Jim Sides, General Manager

Morehead City Country Club

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