



## CAROLINAS CHAPTER

CLUB MANAGEMENT  
ASSOCIATION OF AMERICA

# CAROLINAS CHAPTER JOB OPENING

### CLUB

**Governors Club**

### LOCATION

**Chapel Hill, NC**

### POSITION FOR HIRE

**Assistant Clubhouse Manager**

### CLUB INFORMATION

Located in an exclusive gated community in Chapel Hill, Governors Club is recognized as a Platinum Club of America and a Distinguished Club of the World, a distinction only given to Clubs with member service in the top five percent worldwide. Interested candidates should be dedicated to continuing this tradition of unparalleled service and demonstrate a passion for exceeding the membership's expectations

#### Club Dining and Event Facilities

The Club Room and Bar | 96-person capacity

The Nicklaus Room | 44-person capacity

The Outdoor Terrace | 40-person capacity

The Ballroom | 200-person capacity

Men's Grill | 32-person capacity

Summer Pool Grill

#### Club Recreational Facilities

27-hole Jack Nicklaus Golf Course

Wellness Center | Fitness Classes | Personal Training

Indoor & Outdoor Pools

8 Tennis Courts | Pickleball Courts

Kid Care | Youth Social Events | Summer Camps | Tennis & Golf Instructional Programming

#### Governors Club Overview

667 memberships - (Golf: 459, Sports: 179, Social: 29)

Initiation fee - Full: \$45,000; Other: \$20,000

Annual Dues – Full golf: \$9,840

Gross Volume - \$10.37M

Annual dues - \$6.62M

F&B Volume - \$2.37M

Gross payroll - \$4.19M

Employees - 150 in-season; 110 off-season

Board members - 9

Average member age - 64

## POSITION SUMMARY & RESPONSIBILITIES

Governors Club is seeking a highly skilled club professional to join our team as the Assistant Clubhouse Manager. A successful Assistant Clubhouse Manager candidate is a career professional who possesses the desire to contribute to the cultivation, development and success of the Club's member dining and events operation. He/she provides excellent customer service with the utmost professional integrity. He/she will be courteous, show initiative and enthusiasm with members, guests and staff.

Key responsibilities include managing of our multiple dining outlets: Club Room, Nicklaus Room, Grab & Go, Pool Grill, and Summer Grill. This position will also support banquets, special events, and other services provided within the food and beverage department. The successful candidate will hire, train, schedule and supervise our front-line staff. Our Assistant Clubhouse Managers participate in weekly staff meetings and communicate with other senior staff members daily. This position is ideal for a candidate who wants to be on a promotion track to Director of Clubhouse Operations, and ultimately a GM/COO.

- Actively engage all members in the Club experience
- Implement and promote the Clubs vision of service excellence
- Labor cost and department operating expenses
- Hiring, training, and retention of service staff
- Ensure staff training and standard operating procedures are maintained
- Inventory and Cost Control systems monthly
- Coordinate with Director of Clubhouse Operations and Executive Chef on all food and beverage functions daily
- Supervise all areas of food and beverage operations including dining rooms, special events, banquets and other services offered to our membership
- Participate in our menu development process and train staff on its content
- Assist Director of Clubhouse Operations in the execution of ongoing staff training program
- Generate weekly staffing needs to be approved by the Director of Clubhouse Operations

**Direct Reports:** Hourly Food & Beverage Staff

**Reports To:** Director of Clubhouse Operations and Assistant General Manager

## QUALIFICATIONS

Minimum of 5 years progressive leadership and management experience in a private club environment.

Bachelor's degree from an accredited college or university, preferably in Hospitality Management or Business.

## COMPENSATION & BENEFITS

A competitive salary will be offered along with an employee benefit package with health and dental insurance, 401k match, continuing education allowance, and paid vacation.

## CLUB WEBSITE

[www.governorsclubnc.com](http://www.governorsclubnc.com)

## HOW TO APPLY

For consideration please visit our website to apply for the Assistant Clubhouse Manager position:

[Click here.](#)