



Rolling Hills Country Club Clubhouse Manager Job Description

OVERVIEW

Club Details

- Facility: Member-Owned
- Course Access: Private
- Number of Holes: 18
- Total Annual Rounds: 25,500
- Annual Facility Revenue: \$4,800,000
- Members: 460

For more information about the club, please visit [our website](#).

POSITION OVERVIEW

Title: Clubhouse Manager

Reports to: General Manager

Position Description: The Clubhouse Manager is responsible for overseeing all clubhouse operations, ensuring an exceptional member experience, and maintaining high standards across food and beverage services, events, facilities, and staff management. This role requires a dynamic leader who can foster a welcoming atmosphere while achieving the club's operational and financial goals.

ESSENTIAL JOB FUNCTIONS

Member Services & Experience:

- Ensure consistent, high-quality service in all clubhouse areas, including dining, events, and recreational facilities.
- Engage with members regularly to gather feedback and enhance

satisfaction.

- Address and resolve member and guest concerns promptly and professionally.

Staff Leadership & Development:

- Recruit, train, and supervise clubhouse staff, promoting a culture of excellence and teamwork.
- Conduct regular performance evaluations and provide ongoing coaching.
- Implement effective orientation and training programs for new hires and ongoing professional development for existing staff.

Operational Oversight:

- Manage daily operations of the clubhouse, including food and beverage services, events, maintenance, and housekeeping.
- Develop and enforce standard operating procedures to ensure efficiency and compliance with health and safety regulations.
- Coordinate with department heads to ensure seamless service delivery across all areas.

Financial Management:

- Assist General Manager in developing and managing budgets for clubhouse operations, monitoring expenses and revenues to meet financial targets.
- Oversee inventory control, procurement, and cost management strategies.
- Prepare financial reports and present findings to the General Manager and board as required.

Event Planning & Execution:

- Work with the Event Manager to plan, coordinate, and execute club events, banquets, and private functions, ensuring exceptional service and member satisfaction.
- Collaborate with the culinary team and other departments to deliver memorable experiences.

EXPERIENCE AND QUALIFICATIONS

Including, but not limited to, the following:

- Bachelor's degree in Hospitality Management, Business Administration, or related field preferred.

- Minimum of 2 years of experience in clubhouse or hospitality management, preferably within a private club setting.
- Strong leadership and interpersonal skills with a focus on member satisfaction.
- Proficiency in budgeting, financial analysis, and operational management.
- Excellent communication skills, both verbal and written.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Proficiency in Microsoft Office Suite and club management software.

COMPENSATION AND BENEFITS

The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but is not limited to:

- Competitive salary commensurate with experience.
- Performance-based bonuses.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Paid time off and holidays.
- Retirement savings plan with employer matching.
- Opportunities for professional development and continuing education.

APPLICATION INSTRUCTIONS

- All applications **MUST** be submitted through the PGA of America's Career Services Department by [CLICKING HERE](#).
- Resume deadline is June 27, 2025 at 11:59 pm Eastern Time
- Combine your cover letter, resume, references, and any supporting documents into one (1) PDF document with the following file naming convention: Last Name, First Name, Rolling Hills Country Club, Clubhouse Manager
- Please address all correspondence to - Mr. Jeff Avant, PGA | General Manager | Rolling Hills Country Club
- Please send any letters of recommendation to PGA Career Consultant Mike Mueller at mmueller@pgahq.com.