



Chikaming Country Club

Lakeside, Michigan

General Manager

About the Club

Chikaming Country Club is located in the beautiful southwest corner of Michigan known as Harbor Country. Established in 1913, Chikaming has long been a summer retreat for mainly Chicagoans with second homes on or near Lake Michigan. The family-friendly private club is owned by the membership, although initiation fees collected from new members are non-equity in nature. The informal “club in the country” atmosphere is treasured by the membership and has guided the management of the club for decades.

Club facilities and amenities include:

- 18 hole classic, parkland-style golf course – open April-November
- Practice range and short game practice area
- Golf professional shop
- 2 Har-tru clay tennis courts
- 1 platform tennis court
- Dining and banquet facilities – open April-November
- Outdoor dining terraces

Chikaming Country Club by the numbers:

- 275 total members, all with full access to all club facilities
- 9,000 rounds of golf annually
- \$35,000 initiation fee (currently on waiting list for membership)
- \$2.8 million operating budget
- \$800,000 annual F&B revenue

Candidate Qualifications

The successful candidate for General Manager will be a proven leader in the areas of overall member service, food and beverage management and team development. A degree in hospitality or business management and general management experience at a private, member-owned club are preferred qualifications.

Position Description – General Manager

The primary responsibilities of the General Manager at Chikaming Country Club are to oversee all activities of the club including golf, racquet sports and food & beverage operations. To successfully achieve this objective, it is necessary that the General Manager be goal oriented, accomplished in all areas of club operations, detail oriented, have excellent follow-through, possess excellent communication and interpersonal skills, have a problem-solving approach to his/her responsibilities, provide a positive work environment, be well-organized, self-motivated, and possess the ability to establish strong working relationships with the Membership and his/her direct reports.

Although specific performance objectives may be set by the Board of Directors, it is incumbent upon the General Manager to be self-directed and have the ability to formulate and execute his/her own plan in regard to these matters, with the advice and consent of the club's operating committees and the Board of Directors.

This Position Description is the basis for the General Manager's annual performance review.

Reporting Relationships

- This position reports to the Chikaming Board of Directors
- The Executive Chef, Food & Beverage Service Manager, Head Golf Professional, Business Manager and Greens & Grounds Superintendent all report to this position.

Advisory Committees

- The Chikaming Country Club House Committee, Golf Committee, and Greens & Grounds Committee act in an advisory capacity to the respective operating departments of the club.

Primary Duties and Responsibilities – General Manager

1. Oversee overall daily club operations and conduct management staff meetings as needed.
2. Provide conflict resolution and build teamwork between staff members or between departments.
3. Serve as the contact point for all member feedback relating to club operations
4. Direct overall food & beverage operations at the club.
5. Prepare food & beverage department payroll for processing.
6. Submit F&B department invoices with budgetary coding to the Club Business Manager for processing.
7. Oversee management of bar inventories and implement cost control measures.
8. Direct the club racquet sports program in coordination with the independently contracted Tennis Professional and the club's Tennis Committee.
9. Oversee the scheduling, coordination and management of private and club events.
10. Oversee facility maintenance and related service contracts.
11. Oversee club capital improvement projects.
12. Assist Long Range Planning Committee with survey compilation and publication.
13. Attend Club Operating Committee (House, Golf, Finance, Greens & Grounds) meetings as required.
14. Attend monthly Board Meetings and provide club operations report.
15. Work with the Club Business Manager to develop club's annual operating and capital budgets.
16. Manage all outgoing and incoming club communications relating to non-golf club events.
17. Maintain Chikaming Country Club's presence on Board-approved social media sites.

Compensation and Benefits

The club will provide a compensation and benefits package commensurate with experience and qualifications, and that is competitive within the industry.

This includes:

- competitive salary
- year-end bonus
- monthly stipend to support the cost of health care benefits
- IRA program available after one year of service
- limited on-site work obligation during the four off-season months

Application Instructions

Application deadline: December 3, 2021 --- interviews begin the following week
Please submit resume and references by email in .pdf or .doc format to:
Chikaming Country Club Search Committee at chikamingcc@chikamingcc.org