

Riverside Golf Club is seeking an experienced Clubhouse Manager. The successful candidate will have a proven track record of elevating all aspects of member services including food and beverage, membership, as well as internal and external member communications. We are looking for an energetic and creative self-starter who will assist with the day-to-day operations of the Club. The Clubhouse Manager will have the opportunity to participate in the 6.5-million-dollar renovation of the clubhouse this Spring and lead a team of other high performers.

Position Objective

This position reports to the General Manager and has supervision of all assistant managers and service team members. Additional responsibilities will include clubhouse, pool, and all food and beverage services. The Clubhouse Manager will have the ability to grow into an assistant General Manager position. When the front of the house team is performing at optimal conditions the position will have facilities and maintenance added to the duties.

Immediate responsibilities will include:

- Managing the day-to-day operation of the clubhouse including all food and beverage operations.
- Assisting with the planning and supervision of all club special events.
- Possessing a strong understanding of financial best practices with an emphasis on cost controls and budgeting
- Developing and maintaining proper service training programs for all employees.
- Oversee day-to-day maintenance and upkeep of the clubhouse and pool facilities.
- Applicant should have strong computer skills and knowledge of POS Systems.
- Supervise, train, and evaluate staff.
- Have excellent communication skills, both verbal and written.
- Participate actively in GCCMA Chapter as well as the National Organization of CMAA.
- Handle other duties as assigned by General Manager.

Salary is commensurate experience and qualifications. Yearly performance bonus potential. Benefits include health & dental insurance, 401k, vacation, and a CMAA membership.

Riverside Golf Club was founded in 1893 and is the second oldest golf club west of the Appalachian Mountains. The golf course has undergone extensive renovations over the past few years. The clubhouse will be undergoing extensive renovations that include a 3000 square foot trellised outdoor patio that will be heated for the shoulder month activities. Renovations are scheduled to commence March 1st and be completed by mid-July.

The club has a total membership of 400 members with gross revenues of over 6 million. Food and beverage revenues exceed 2.0 million and are expected to increase by 20% in 2022. Facilities include an 18-hole golf course with a 5-hole par 3 practice course, excellent golf practice amenities and a very busy swimming complex and zero depth children's pool.

Dining facilities include an outdoor patio bar and dining venue, an indoor casual bar and grill, men's and women's 19th hole/cardrooms, banquet facilities for up to 250 people and a pool snack bar and halfway house.

The club is open 6 days per week during the season and is closed mid-February through mid-March.

Send resume to:

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