



## Clubhouse Manager Job Description

We are seeking an experienced and dynamic Clubhouse Manager with a proven track record in employee training and development, specifically within Food & Beverage outlets. The ideal candidate excels in managing people, fostering a culture of trust and mutual respect, and creating engaging training programs that enhance team performance. If you're a collaborative leader who can cultivate a positive and enjoyable work environment, we would love to have you on our team.

### The Potential Candidate

If you are a proven, successful restaurant General Manager or Assistant General Manager with experience in high volume, banquet/private events, and high guest satisfaction who is frustrated with the profit-driven motives of private restaurants, the demanding hours of your current role, and (most importantly) want an opportunity to grow your responsibilities, skillsets and income potential as well as cultivate genuine relationships with the people you serve, then you should consider this opportunity.

### The Position

The Clubhouse Manager is both the top operator for the F&B program as well as the visionary for the clubhouse experience. Exmoor is dedicated to being the top employer on the North Shore and providing exceptional service to its members. The Clubhouse Manager plays a crucial role as the leader and innovator in these essential aspects of the Club's mission. They oversee a team that includes the Food and Beverage Manager, front-of-house staff, Stupey Halfway House staff, and the Poolside Snack Bar Supervisor (during the season). Additionally, this individual collaborates closely with the Executive Chef and culinary team, Catering & Special Events Manager, Membership & Communications team, Head Golf Pro, Assistant General Manager, and Director of Human Resources to maintain a safe and engaging environment for both members and employees.

### The Numbers

As a member of the management team, the Clubhouse Manager has a compensation package that includes a salary commensurate with the role, an annual bonus (based on clear performance metrics), education allowance, an employer safe harbor matching 401(k) plan, multiple health insurance coverage options, and paid time off.

The F&B program at Exmoor Country Club generates over \$4.1M in revenue annually and involves an operational footprint that includes several outlets on top of the Clubhouse, which include our Heritage Room and Bar, 1896 Room, The Chandler Egan Café, Men's Bar, three outdoor dining areas, a 220-seat ballroom for large private events as well as four private dining rooms and three commercial kitchens. In the late fall and winter, the Oakhouse serves members as a high-end sports bar with a horseshoe bar and as a warming hut for our winter sports including platform tennis and curling. The main clubhouse is closed throughout January, as well as on Christmas Day and New Year's Day.

### The Landscape

Founded in 1896 as Illinois' third golf club, Exmoor is a private, full-service country club, located in Highland Park, Illinois, 28 miles north of Chicago. With a championship golf course designed by Donald J. Ross, Exmoor continues to fulfill its original mission as a family club devoted to the game of golf, while offering a growing range of sports and social opportunities. Sports at Exmoor include golf, curling, tennis, swimming, ice skating, platform tennis, cross-country skiing, and the fastest-growing sport in America, pickleball. Members of all ages enjoy a year-round schedule of exciting social activities.

The Club's mission is to provide the finest golf, sporting, and social experiences for its community of member families and their guests all year long.

### The Intangibles

Exmoor Country Club is recognized as the premier family-focused country club on the North Shore. The professional team at Exmoor works very well together, respecting the skills each person brings to the club and supporting each other to achieve unified goals for our members and team members. We believe in balanced work schedules and a safe, collaborative, and positive environment. The management team is made up of high-functioning leaders, empowered and



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supported in running their departments successfully and independently. The Club is dedicated to professional growth opportunities and ongoing education and training for its employees.

### **The Environment**

At Exmoor, we take pride in fostering a safe, close-knit, family-orientated work environment. We believe that a positive and supportive atmosphere not only enhances productivity but also creates a sense of camaraderie among our team members. We encourage collaboration, open communication, and mutual respect, ensuring that everyone feels valued and appreciated. Together, we strive to create lasting memories for everyone on the property and forge strong relationships, making our workplace an enjoyable and fulfilling place to be.

### ***Our Simple Truth***

**Appreciation** is the heart of **Everything**.

### ***Our Mission Statement***

We demonstrate ***Whole-Hearted Hospitality*** through effort, recognition, innovation, and service excellence; doing so creates great experiences for our members and each other.

### ***Our Core Values***

Support and improve the Club with everything we do.

Protect our family-oriented workplace environment.

Inspire each other and work together as a team.

Respect, appreciate, and empower one another.

Innovate- never stop learning, evolving, and growing.

Tradition- honor the past and help shape our future.

### **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time. **This position may require work on nights, weekends, and some holidays given the nature of the business.**

***All offers of employment are based upon satisfactory completion of background and drug screening.***

**If you are qualified and engaged by this position, direct your resume and cover letter to Morgan Jones, Director of Human Resources at [morgan@exmoorcountryclub.com](mailto:morgan@exmoorcountryclub.com).**