

# **IDLEWILD COUNTRY CLUB**

Flossmoor, Illinois

## **Job description-General Manager**

### **Private Club seeking experienced General Manager to replace retiring GM**

#### **REPORTS TO: Board of Directors**

**MIMIMUM QUALIFICATIONS:** 4-year college degree-preferred in Business Management or Hospitality, strong attention to detail, ability to communicate effectively with co-workers, members, and Board of Directors, exposure to a variety of private golf operations a plus, exposure to capital improvement projects a plus, 3-5 years experience in country club management, knowledge of Microsoft Word & Excel for report preparation, solid time management & organization skills, strong knowledge of food & beverage operations a plus.

**JOB SUMMARY:** Ultimately responsible for every aspect of operations at club with two primary goals: provide the finest service to members and guests and achieve budgetary goals.

#### **RESPONSIBILITIES:**

- Fully understand all of the guidelines, policies, procedures, and standards that are established by the Board of Directors and ensure that the operation meets those expectations at all times.
- Maximize profitability in food & beverage operation by achieving established margins.
- Hire, orient and train the entire club staff, provide these functions personally with direct reports, and ensure that the appropriate supervisor is trained and has provided the function for all indirect reports.
- Ensure that staffing levels, salaries and wages are kept within authorized guidelines.
- Oversee all aspects of the operation to ensure that the highest service is provided to members and guests at the most efficient cost.
- Ensure that the physical property is properly maintained, ensuring the finest appearance of the facility and extending the useful life of all fixed assets.
- Be prepared to explain any unusual or unanticipated events occurring at the club.

- Able to present monthly P & L reports to the Board and explain any variances when they occur.
- Establish an annual calendar of membership functions.
- Ensure all internal controls are maintained.
- Implement and support all Board initiatives and programs as requested.
- Perform other duties as may be assigned by Board of Directors.
- Ability to delegate
- Have weekly staff meetings with department heads.
- Lead by example.
- Be a coach at all times developing staff.
- Ability to constantly evaluate operation to maximize results.

Benefits: Competitive Salary  
Bonus opportunities  
Health & Retirement Benefits  
Professional development opportunities

**Send Resume to: [petercorydon@hotmail.com](mailto:petercorydon@hotmail.com)**