



Royal Fox Country Club
St Charles Illinois

Job Title:

Clubhouse Manager

Position Summary:

The Clubhouse Manager will report directly to the General Manager and act as the Manager on Duty in their absence. This individual will lead the Front-of-House Food & Beverage (F&B) team, overseeing hiring, training, and coaching of skilled and efficient staff. The Clubhouse Manager ensures exceptional experience for members and their guests while fostering a culture of teamwork and accountability. The ideal candidate will possess an outgoing, charismatic personality and demonstrate a passion for service excellence.

About the Club:

Royal Fox Country Club, established in 1989, is in the charming city of St. Charles, Illinois. The club features a stunning par-71 Dick Nugent-designed golf course, offering a premier golfing experience for its members. Beyond the greens, Royal Fox boasts an exquisite dining program, a state-of-the-art banquet facility, a fitness room, a luxurious pool, and three unique dining areas. Known for its unforgettable member events, the club takes pride in excelling in providing top-tier member experience.

Responsibilities:

Primary Duties:

- **Operational Management:**
 - Prepare and monitor annual budgets, revenue goals, and expenses for F&B areas, pool operations, and housekeeping.
 - Review and analyze financial reports to track F&B performance and implement corrective actions as needed.
 - Manage staffing needs for all F&B departments, including Clubhouse, Pool, and Banquet events.
 - Ensure the development and implementation of effective orientation and training programs for staff.
 - Maintain visibility to both membership and staff to ensure smooth operations and foster satisfaction.
- **Team Leadership:**
 - Inspire and motivate staff to perform at their best and embrace constructive feedback.

- Create a culture of collaboration, accountability, and professionalism.
- Act as a mentor and leader for the team, providing ongoing training and professional development.
- Collaborate with staff to include their input in departmental decisions.
- **Member Engagement:**
 - Plan, promote, and execute a variety of events to engage members and enhance their experience.
 - Develop trending wine lists and drink menus that cater to member preferences.
 - Ensure quality control procedures for all dining experiences.
- **Collaboration and Execution:**
 - Partner closely with the Executive Chef to align F&B operations.
 - Be hands-on and an expert in every Front-of-House role when needed.
 - Meet regularly with Golf Operations and Membership teams to plan and execute exceptional events.
 - Take charge of package revenue building and budget management to meet club financial goals.
- **Technology Integration:**
 - Leverage innovative technologies to improve operational efficiency, enhance the member experience, and stay ahead of industry trends.

Additional Duties:

- Generate ideas for special activities and events to enhance member engagement.
- Develop promotional materials to encourage dining and event participation.
- Coordinate with members and external sponsors to plan and execute special activities.
- Oversee inventory control and monthly beverage inventory to manage costs effectively.

Required Knowledge, Skills, and Abilities:

- Exceptional communication skills, both written and verbal, including policy writing and promotional content creation.
- Strong relationship-building and listening skills.
- Ability to manage budgets and control costs effectively.
- Proven experience in supervising and scheduling staff.

- Innovative problem-solving skills.
- In-depth knowledge of financial management, banquet operations, and F&B service.
- Demonstrated leadership and interpersonal skills.

Educational Requirements:

- A two- or four-year degree in Hospitality Management or a related field is preferred.
- Three to five years of management experience in club dining, restaurants, or high-volume/high-service F&B operations.

Special Licenses and Certifications:

- Proficiency in Dining Point of Sale software, specifically Jonas Encore.
- SERV Safe Certification is required.

Benefits/Compensation:

- Compensation based on experience. Salary Range Starting at \$110,000
- Bonus Package
- Health and Dental Insurance.
- Paid Vacation.
- 401(k) with club matching funds.
- CMAA membership package.
- Clothing allowance.
- Complimentary meals.

This position offers an exciting opportunity to lead a dynamic team, create memorable experiences for members, and contribute to the success of the club. If you are a dedicated hospitality professional with a passion for excellence, a forward-thinking approach to technology, and expertise in event collaboration and revenue building, we encourage you to apply.

Please send resumes to:

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General Manager

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