



**Governors Club**  
*Chapel Hill, NC*

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Assistant Clubhouse Manager  
Candidate Requirements



# about the club



Governors Club is a nationally recognized private club community located in Chapel Hill. It features an award-winning 27-hole Jack Nicklaus Signature golf course in the Triangle's only gated golf community. This member-owned country club has been awarded Platinum Club of America and Distinguished Club status.

The Clubhouse serves as the social center of the community and provides members with world-class dining and events, while the Wellness Center is a separate facility dedicated to members' health and fitness.

Governors Club is committed to continually improving facilities—nearly all amenities have been renovated over the past 5 years with more plans underway, including a renovation of the Clubhouse kitchen, reimagined outdoor dining area, casual and formal dining rooms and bar area; expansions and enhancements to the Wellness Center gym, group fitness studios, indoor and outdoor pools; a golf course renovation; HVAC updates; and the addition of a Pickleball facility to the tennis complex.

Governors Club members hail from across the U.S., many having lived in various countries around the world. The Club hosts more than 400 events and activities year-round—there is something for everyone.

## Club Dining and Event Facilities

- The Club Room and Bar
- The Nicklaus Room
- The Outdoor Terrace—Undergoing an upcoming renovation
- The Grab N Go
- The Ballroom
- The Men's Grill
- The Seasonal Pool Grill



## Club Recreational Facilities

Three, 9-hole Jack Nicklaus Golf Courses

Six Har-Tru Tennis Courts

Two MondoTen Hard Courts

Four Pickleball Courts

Robust family programming to include kids care

State-of-the-art Fitness & Wellness Facility

Outdoor and Indoor Swimming Pools

## Governors Club Overview

Member Families	700
Initiation Fee	\$55,000
Annual Dues	\$13,166
Gross Volume	\$12.5 M
F&B Volume Gross	\$2.7 M
Average age	63
Board Members	9



Life at its best

# Assistant Clubhouse Manager



The Assistant Clubhouse Manager position is ideal for a career professional eager to contribute to the growth and success of the Club's member dining and events operations. The candidate should excel in delivering exceptional customer service with professionalism, courtesy, and enthusiasm, while effectively engaging with members, guests, and staff.

Key responsibilities include managing multiple dining outlets: the Club Room, Nicklaus Room, Grab & Go, and Men's Grill. The role also involves supporting banquets, special events, and other food and beverage services. The successful candidate will be responsible for hiring, training, scheduling, and supervising our front-line staff. They will participate in weekly staff meetings and maintain daily communication with senior staff members.

This position is ideal for someone looking to advance to the Clubhouse Manager role and ultimately pursue a career as a GM/COO.





## Assistant Clubhouse Manager

- Engages all members in the Club experience
- Implements and promotes the Clubs vision of service excellence
- Staff Scheduling
- Monthly beverage Inventory
- Daily Lineup document creation and execution
- Monthly Cover Counts
- Monthly execution of Brag Tag recognition and staff awards
- Weekly Dining Survey Follow up (Rotational)
- Participates with beverage menu maintenance; wine by the glass/bottle, liquor, and seasonal cocktails
- Participates in menu development and trains staff on menu knowledge
- Lead bottle beer and draft menu maintenance
- Participates in interviews of service and bar staff.
- Maintenance of Service training manual and corresponding tests maintenance
- Teach new hire classrooms as assigned by the Clubhouse Manager

## Career Development

- Cross-Train as Banquet Manager
- Assist with creating and managing large event staff production schedules
- Learn audio-visual setup and execution
- Oversee event setup, staff lineup, and breakdown
- Event Expeditor to gain further insights and experience

responsibilities

# qualifications



## Preferred Qualifications

3 to 5 years of progressive leadership and management experience  
in a private club environment

Bachelor's degree from an accredited college or university,  
preferably in Hospitality Management or Business.

## Compensation

This Position pays a competitive salary with an employee  
benefits package that includes health and dental insurance, 401k match, continuing  
education allowance, and paid vacation. The salary is negotiable based on the  
candidate's qualifications and experience.

## How to Apply

For consideration, please visit our website to apply for the  
Assistant Clubhouse Manager position.

To learn more about Governors Club, please visit our website at  
[www.governorsclubnc.com](http://www.governorsclubnc.com)