



CLUBHOUSE MANAGER

Position Summary

Morehead City Country Club is searching for a Clubhouse Manager (CM). Morehead City CC is located in Morehead City on the Crystal Coast of North Carolina. The Morehead City CC recently opened a new clubhouse with a stunning third floor rooftop bar and patio that offers stunning views of the course and the Newport River. Check out photos and videos at www.moreheadcitycc.com.

The CM is responsible for managing all aspects of the Club's daily operations with a strong focus on the food & beverage operations throughout the Club including member dining, member events, activities, turn grill, pool snack bar, banquet, and catering functions, etc., as well as overseeing pool operations and clubhouse maintenance & housekeeping.

The CM will also be responsible for recruiting, hiring, training, and supervising the staff; implementing and monitoring department budgets; managing and maintaining the highest standards of products and services while maximizing profitability through cost and labor control and meeting revenue goals; and applying relevant marketing principles to assure that the wants and needs of Club members and guests are consistently exceeded.

Position Functions And Duties

- Direct and manage daily operations and ensure that the Club's high standards of service and quality are met or exceeded.
- Be knowledgeable of and comply, at all times, with the Club's standards, policies, and regulations to encourage safe and efficient operations.
- Interview, hire, and train employees when necessary. Ensure managers and staff roles and expectations are clearly defined and encourage high morale amongst staff.
- Coach, counsel, motivate, discipline, and hold managers and staff accountable when necessary. Monitor performance regularly. Terminate employees when necessary.
- Assure that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Oversee scheduling of departments and monitor employee records to minimize overtime and keep labor costs within budget.
- This is a very hands-on position. The candidate will be actively engaged in all operations. Not an office role priority.
- Audit and approve biweekly payroll.
- Assist in planning and approving external and internal marketing and sales promotion activities for department outlets and special Club events.
- Work with the corporate team to develop and execute operational strategies.
- Understands and exhibit Southern Hospitality.
- Establish quantity and quality output standards for staff in all positions within the departments.
- Develop and implement financial strategies by anticipating requirements, trends and variances; develop budgets and action plans and take corrective action when necessary to ensure budgeted goals are attained.
- Manage the ordering of all purchases including food, beverages, supplies, wine, beer, liquor, sanitation, equipment, etc.
- Inspect supplies, equipment, cleanliness, and organization of areas to ensure efficiency, organization, safety, sanitation, and cleanliness standards.
- Responsible for equipment, maintenance schedules, and arranging for repairs.
- Approve all product invoices before submitting them to the Accounting Department.
- Maintain records of special events, house counts, food covers, and daily business volumes.
- Oversee and monitor monthly physical inventory for timeliness, and accuracy to maximize usage and minimize waste and breakage.

- Maintain a safe, secure, and healthy work environment by establishing, following, and enforcing sanitation and quality of food and beverage preparation, service standards, and procedures.
- Monitor and ensure alcoholic beverage and other regulatory requirements are met.
- Develop departmental objectives, budgets, policies, procedures, and strategies and meet or exceed specified goals.
- Utilize computer programs to analyze forecast, cost, and revenue reports and decisions based on that information to ensure maximizing of profits.
- Implement and monitor sanitation and cleaning schedules.
- Greet members and guests and oversee actual service on a routine and random basis.
- Serve as a member of the Club's management team and provide necessary reporting to department managers, General Manager, AGM/Controller
- Maintain communication with senior managers to review operational and financial goals and inform them of any problems or unusual matters of significance.
- Work closely with department leaders to ensure goals and objectives are continuously met or exceeded.
- Monitor market trends and stay abreast of changes to remain relevant in the industry.
- Attend staff meetings.
- Performs other duties as assigned by management.

Candidate Qualifications

- A minimum of five years' experience as a Food & Beverage Director, Clubhouse Manager, or Assistant Clubhouse Manager in a well-regarded private Club or high-end resort.
- A team builder who embodies the role of ultimate coach and motivator, bringing out the best in others by setting clear goals and expectations. Providing consistent feedback, support, and treating others with respect and professionalism.
- Ability to effectively interact with members, guests, and team members at all levels of the organization.
- Has a verifiable record of successfully leading and growing dynamic clubhouse operations including building revenues, controlling costs, and meeting or exceeding member expectations.
- Strong financial skills and budgeting acumen.

- Possess strong organization skills and an obsession with details necessary to achieve high levels of quality and satisfaction.
- Is confident in his or her ability yet humble in his or her interactions.
- Displays an understanding of facilities management.
- Is a passionate and highly motivated professional who enjoys full member engagement.
- Has a professional appearance and expects the same from his or her staff.
- Excellent verbal and written communication.
- Jonas POS experience considered a plus.

Please submit your resume and cover letter and join our team:

Attention:

Jim Sides, General Manager

Morehead City Country Club

Jim.sides@moreheadcitycc.com