



Clearfield Curwensville Country Club Manager

TITLE: Club Manager

SUPERVISOR OF: Waitstaff, Chef, Events Coordinator, Bar Manager

POSITION SUMMARY: The Club Manager is responsible for delivering the expected Member experience in all front-line areas of the Club, meeting/exceeding established performance by operating all Food and Beverage outlets and events/functions according to Club policies/procedures and under the direction of the House Committee. The Manager will work closely with their staff, fiscal officer, and the House Committee to achieve short-term objectives and ensure the long-term viability of the Club. This is a hands-on position that requires daily interaction with the Membership and the staff in several departments.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Key Elements: Focus on our key elements of Food and Beverage: consistency, quality and overall service. Ensure the appearance and cleanliness of all facilities are meeting the Club's standards.
- Club Representative: Maintain active and positive involvement with all Members. Greet Members and their guests and oversee dining service in several areas on a regular basis. Maintain and grow customer satisfaction through regular face-to-face contact with members. Work closely with the employees to ensure alignment on financial and operational priorities. Ensure expectations are met for all Member's experiences and outside functions. Actively market Club Memberships, Member services, and Club facilities to attract new Members to expand club membership and activity level.
- Operational Execution: Provide Members a great experience by ensuring that all food and beverage outlets deliver consistent high-quality products with high-quality service in every transaction or interaction with Members. Address any Member or guest's concern and advise the House Committee of the appropriate corrective actions taken.
- Facilities Management: Provide Members and Guests, outside functions, and employees an inviting and safe environment by ensuring all routine cleaning and COVID-19 protocols are followed (both CDC/State), preventative maintenance, repair work and safety processes are appropriate and completed expeditiously throughout the club house.
- Regulations: Understand and enforce all local, state, and federal regulations such as liquor, food health inspections, safety, and environmental laws.
- Accountability:
 - Attend all House Committee and Board Meetings to report the overall Club's activities, decipher monthly financial statements and explain cost of sales and operating expenses in relation to the financial report, as well as identify areas of need and suggest improvements.
 - Employee oversight including hiring, scheduling, discipline, and firing.
 - Train, develop and motivate staff.
 - Hold employees accountable for productivity and quality of job responsibilities and duties.
 - Manage day-to-day financial affairs for all Club assets. Monitor monthly orders and Club inventory. Manage food and beverage purchases. Review and analyze cost of goods sold. Manage the collection of past due accounts per Club policy. Review, maintain and revise service pricing as needed to sustain Club financial position.
 - Responsible for setting both short- and long-term goals, both qualitative and quantitative.

Job Type

- Full-time

Experience

- Minimum of 3 years Food and Beverage management experience.
- Optional: Familiar with the practical and financial aspects of managing golf course facilities.
- Optional: Pro Shop and Golf Course Management experience.

Certification

- **Serve Safe** Alcohol Compliance

Physical Requirements (The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Must be able to lift up to 50 lbs.
- Frequent reaching, bending, turning, kneeling, and stooping
- Exposure to hot and cold temperatures
- Must be able to stand for extended periods
- Repetitive motion required including computer entry
- Must be able to operate a golf cart in a safe manner
- Normal vision and hear ranges required
- Other duties as assigned