

Position Available:

Clubhouse Manager

Flint Hills National Golf Club

Candidate Qualifications and Experience:

- Minimum 3 years as a top F&B Director/Manager in a high-level, Private Club, or Resort dining operation. Banquet and event management is a plus
- An outgoing and positive personality
- Strong work ethic and initiative
- Private Club experience with knowledge of how seasonality affects the work schedule
- Strong communication skills- both oral and written
- The ability to manage all facets of the front of the house operations
- History of having tenured, successful subordinates
- Contagious passion for the F&B business

Clubhouse Manager Job Description:

Reports to the General Manager and President

Works with Office Manager, Chef, and Golf Professionals

Responsibilities for the general operation of service relating to staffing functions, ala carte dining, and lodge catering. Works and assists housekeeping, maintenance/repair and security, Responsible for the operation of all aspects of the club in the absence of the General Manager and perform specific tasks as requested, including:

- Functions as an administrative link between departments
- Hires and trains service staff, manages the long-range staffing needs of the department
- Greets guests and oversees actual service on a routine or random basis
- Develops wine lists and bottle/glass wine sales pricing and par levels to reflect business levels
- Checks daily duties
- Schedules staff at appropriate levels
- Assists with all club events and dinners, sets stations and reservations
- Orders and stocks beverages, wine, beer, and alcohol
- Monitors internal cost controls procedures, maintains and reports monthly inventory for beverages
- Maintains contact with members and helps assure maximum membership satisfaction
- Receives, investigates, and acts upon complaints from club members, guests, and employees
- Participates in on-going facility inspections throughout the club to assure that cleanliness, safety, and other standards are consistently attained
- Has a working knowledge of budgets and operational procedures for lodges, housekeeping, and maintenance/repair.
- Maintains the Jonas point-of-sale system with menu changes and special events
- Communicates with horticulture department for special events and club decorations

Compensation and Benefits:

This is a salaried position. Salary is commensurate with experience. Benefits include comprehensive health insurance, 401(k) with matching, paid holidays and vacation, clothing allowance, and CMAA allowance.

If you are qualified and interested in this position, please send a resume and cover letter to:
Mike Rittmueller, General Manager

Mike_Rittmueller@Flinthillsnational.com