

Candidate Profile

Clubhouse Manager
Wichita Country Club
Wichita, Kansas
www.wichitacountryclub.org



Watch the video here.

Organization Overview

Wichita Country Club has a legacy known throughout the state of Kansas. For more than 120 years, WCC has been central to life lived among Wichita's society. Founded by a group of golf enthusiasts and led by the Club's first president, Thomas H. Griffith, Wichita Country Club holds a proud and distinguished place in golf history. Established in 1900, WCC is the oldest country club west of the Mississippi River to have offered golf from inception. WCC continues to expand and extend this legacy in offering 18 scenic holes of golf designed by William H. Diddel, 8 indoor world-class tennis courts, a full-service fitness center, 2 outdoor swimming facilities, and one of the most extensive food and beverage menus in the city to every member.

The WCC clubhouse provides a rich array of activities and holds a variety of occasions. Whether planning a corporate event in our East Room, dinner and dancing in the elegant Living Room, or a regal wedding reception in the historic Main Dining Room, the Club's professional event and banquet staff provide the highest quality of service while the Club's Executive Chef specializes in creative cuisine with menus designed to satisfy members' individual tastes. Beyond these, members partake from many offered amenities. From state-of-the-art fitness equipment to an exceptional racquets program, members enjoy a luxurious and healthy lifestyle. Daily exercise classes, specialized instruction from a personal trainer or a wellness-inspired massage from our in-house licensed therapists are just a few of WCC's offerings. The WCC is open 6 days per week, 12 months per year.

Wichita Country Club by the Numbers

- Number of Members: 674
- Average Age of Membership: 57
- Gross Dollar Volume: \$8.9M
- Annual Dues Volume: \$4.8M
- Annual Food Sales: \$1.9M
- Annual Beverage Sales: \$785,000

Dining Facilities

- Men's Grill that seats 60
- 1 Casual Dining Room that seats 100
- 1 Formal Dining Room that seats 50
- 1 9th Hole
- 1 Lounge/Bar that seats 30
- 6 Private Function Room that seats 400
- 1 Outdoor Dining that seats 100

Position Overview

Wichita Country Club is seeking a Clubhouse Manager to lead all aspects of the Food and Beverage Department of Wichita Country Club, including all member dining outlets and banquets. The Clubhouse Manager will manage the day-to-day operation as well as the long-range planning for the continued growth and success of the operation. Current management teams reporting to the Clubhouse Manager include the Executive Chef, Dining Room Manager, Men's Grill/Locker Room Manager, Banquet Manager, Event Coordinator, and Beverage Manager. The primary responsibilities include budgeting, hiring, training, menu development, and overall leadership. This is a senior level position reporting to the General Manager/COO.

Responsibilities

- Assumes responsibility for all Food and Beverage operations.
- Focuses on co-workers first while training, mentoring, and leading towards service excellence.
- Works closely with senior staff on events and activities which involve multiple departments.
- Seeks member feedback used to assist with future service advancements.

Human Resources

- Recruits, interviews, hires, trains, supervises, evaluates, mentors, and develops the team in accordance with established Club procedures.
- Ensures compliance with Club's employee handbook, policies, and procedures.
- Knowledge of labor laws and ability to create weekly work schedules for your team.

Operational

- Develops and implements a comprehensive service training program including etiquette, service, wine, spirits, and product knowledge.
- Understands and complies with operating budgets.
- Bar operations experience including purchasing, storage, and inventory control.
- Works with Director of Events and Executive Chef to develop plans and procedures for events of all sizes and kinds.
- Strong time management skills capable of meeting deadlines.
- Desire to learn and grow within the CMAA and hospitality industry.

Job Tasks and Duties

- Assists in the development of annual business plan and budgeting.
- Must interact with members while maintaining a courteous, professional, and respectful demeanor.
- Monitors operations, makes adjustments where and when necessary to maintain budgeted goals and/or margins.
- Assures the effective orientation and training of new staff and professional development activities for experienced staff are planned and consistently implemented.
- Ensures all legal requirements are consistently followed, including wages, hour, federal, state, and local laws and licenses are current.
- Research new products for possible future uses.
- Establishes, updates, and maintains all written standards and procedures for department as needed.
- Monitors appearance, upkeep, and cleanliness of all Food and Beverage equipment and facilities.
- Reviews and approves all product invoices before submitting to accounting office.
- Responsible for maintaining accurate inventories for beverage, wine lockers, plate and glassware, and silverware on a monthly basis.
- Responsible for accurate and timely month-end reporting as required by the accounting office and General Manager.
- Serves as manager on duty on a scheduled basis as required.

- Completes appropriate assignments and initiatives from the General Manager.

Education and Experience Desired

- Bachelor's Degree in Hospitality is preferred, but not required.
- Previous Food and Beverage experience required - full-service, high-end country club experience is a plus.
- Hospitality experience including restaurants, hotels, or comparable backgrounds will be considered.
- Previous P&L experience, along with experience F&B costs, labor management, health inspections, menu design, and overall management of the front and back of the house are required.

Competitive Compensation and Benefits

- Salary is open and commensurate with qualifications and experience.
- CMAA Benefits.
- Excellent bonus and benefits package including Health, Dental, Vision, 401k, and PTO.
- Relocation assistance.

Professionals who meet or exceed the established criteria are encouraged to send a resume and cover letter to GSI Executive Search:

Scott McNett
Senior Principal
Scott@gsiexecutivesearch.com
314-854-1321

GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.