



**NEWPORT  
NATIONAL**  
*Golf Club*

## **Assistant General Manager**

Newport National Golf Club deemed the “Number One Public Access Course in New England” by New England Golf Monthly. Legendary golf architect, Arthur Hills, designed the challenging 7,244-yard Orchard Course. The 18-hole links-style course sports sloping fairways, marshes, and strategically placed bunkers. The dramatic setting boasts views of the Atlantic Ocean and Sakonnet Passage while challenging golfers with steady winds coming off Narragansett Bay. Golfweek Magazine placed the course in the “Top Twenty New Courses in America”. Our newly constructed 20,000 square foot Club House, and additional 9-hole golf course, and practice facility are on track to open in 2026.

We are actively seeking a dynamic and detail-oriented Assistant General Manager (AGM) to join our expanding Club. With a focus on food and beverage, this individual will report directly to the General Manager and also assist with the day-to-day course operations.

### Responsibilities include:

- Manage bar and food service including all dining areas (inside, deck, and beverage cart).
- Hire, train, and manage all food and beverage staff.
- Ensure all areas of the dining and bar areas are clean and orderly at all times in conjunction with the standards set by the Rhode Island Board of Health.
- Manage and maintain food and beverage staff scheduling to ensure adequate coverage and controls are in place for accurate time reporting.
- Purchase all food and beverage products/supplies and maintain an accurate inventory.
- Maintain POS system.
- Assist in the prompt handling of member and guest concerns by making it a top priority to address any feedback and correct any issues.
- Assist in budget and expense management by utilizing labor scheduling tools to follow demand patterns.

- Review account payables, receivables, and general ledger regularly and generate financial reports requested.
- Assist the GM in overseeing the reservation system and procedures by reviewing daily utilization levels and tee sheets to verify conformity with standards and identify price integrity and demand opportunity.
- Initiate and monitor the effectiveness of monthly promotions, demand management, and demand creation strategies.

#### Qualifications

- 5-7 years of related experience required.
- College degree in hospitality or related experience is preferred.
- ServSafe and Tips Certification preferred.
- Knowledge of Excel and Jonas preferred.
- Attention to detail required.

Newport National provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race , color, religion, creed, sex, pregnancy or pregnancy related condition, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, age, disability, marital status, veteran status, National Guard or reserve unit obligations or any other protected status prohibited by applicable law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Please email your cover letter and resume to Sue Daly ([sdaly@combinedproperties.com](mailto:sdaly@combinedproperties.com)).