

Charles River Country Club.

Charles River Country Club seeks an experienced hospitality professional to join our team for the position of Clubhouse Manager.

POSITION OVERVIEW

The Clubhouse Manager will be responsible for managing daily Clubhouse operations, including member dining, club events, banquets and outside functions. The successful candidate will be able to forecast, plan and manage departments budgets, hire and train staff. The clubhouse Manager leads the charge with creating and improving member service standards and ultimately delivering an excellent member-guest experience. The Clubhouse Manager will have a highly visible presence with the membership and must be a strong communicator, have great people skills, and be successful in communicating expectations to a diverse staff while motivating all to their full potential. This position is full time year-round, the work schedule for this position will involve night, weekend, and holiday coverage. The club does close for three weeks in January. This position reports to the General Manager.

EXPERIENCE & QUALIFICATIONS

Bachelor's degree in hospitality, Business Management, or a related field.

A minimum of 6-8 years of relevant experience in a private club setting, including experience with all aspects of Food & Beverage.

Membership with CMAA and other professional associations to keep abreast of current developments and trends in the hospitality field.

CLUB OVERVIEW

Located in Newton Ma, Charles River Country Club is a 101-year-old private country club, steeped in golf history with an original Donald Ross designed golf course.

The membership is made up of some 550 members and families, the average age is 58 yrs. Old. We currently have a 4-6-year waitlist.

Our operating budget is \$9.7mil, F&B annually is \$2.6 mil. We have 5 dining areas in our clubhouse, patio dining and an outdoor pavilion seating 200 along with a snack shack and pool side snack bar.

The club has 4 tennis courts, 3 pickle courts and a swimming pool. We are currently in the planning stages for paddle tennis and a golf simulator building.

SALARY RANGE/COMPENSATION

Salary is commensurate with experience and qualifications, plus year-end bonus. Medical, dental & vision coverage is available. The club has a 401k program in place with a contributing allowance.

BACKGROUND

The outgoing Clubhouse Manager has held this position with distinction for the past twenty-two (22) years. We have in place very strong relationships with membership, clients and vendors.

Please forward cover letter & resumes to:

employment@charlesrivercc.org