



## **Silver Spring Country Club Clubhouse Manager**

### **Job Summary**

The Clubhouse Manager is responsible for all aspects of club wide Food & Beverage operations, including A La Carte dining, member events, and banquet operations throughout all outlets on the property. The Clubhouse Manager oversees all dining areas to ensure a smooth and consistent experience of service standards, high levels of member and guest satisfaction, quality food offerings, and exemplary service in conjunction with F&B staff and the Executive Chef. He/she exhibits a hands-on approach and understanding that full on-the-floor member and staff engagement is an essential component of this position. The Clubhouse Manager leads the enhancement of the club-wide service culture and the development of the member experience across the club. He/she will have a highly visible presence with the membership and must be a strong communicator and leader.

### **Core Activities**

- Hire, develop, and oversee all F&B, Locker Room, Pool, Café, and Camp employees and provide a consistently superior member experience compatible with the club's mission and vision.
- Establish and implement operating policies and procedures for all departments
- Create and manage member programming consistent with the direction and policies established by the Board of Governors.
- Recruit, hire, train, develop, mentor, and lead departmental employees
- Prepare and execute Operating and Capital Budgets, including forecasting and ongoing evaluation of monthly results
- Develop and implement internal controls, procedures, and reporting structure in all areas
- Understand, document, and share member preferences and develop professional relations
- Collaborate with all Department Managers to plan and execute member programming
- Assist with the upkeep and maintenance of all club facilities
- Comply with local and state Health Departments and regulatory laws to help ensure member and employee safety and best practices

### **Key Projects**

- Develop and implement on-boarding and training programs for all employees
- Evaluate and assist with marketing and communications of club programming

- Collaborate with Club Committees to develop and evaluate innovative member programming in all areas of the club, including member events and junior activities
- Solicit feedback from members regarding programming and member satisfaction

### **Other Duties**

- Ensure compliance with all Human Resources standards and procedures to include timely maintenance of records and files
- Research competitors to ensure accurate and competitive pricing and programming
- Other duties and responsibilities as requested by the General Manager

**Reports To:** General Manager

**Supervises:** Dining Room Manager, Food & Beverage Manager, Locker Room Attendants, Pool Director, Stingray Café and Halfway House staff, Camp Director

### **Summary**

The Club will offer an attractive and competitive compensation and benefits package to include:

- Competitive salary and performance bonus
- Professional dues and education expenses with emphasis on continuing education
- Employee Benefits to include health, dental, life insurance, and 3% matching IRA Plan

This position is available immediately. Interested and qualified candidates should submit a cover letter as well as a resume and salary history for consideration to Karl Habib at [gm@silverspringcc.org](mailto:gm@silverspringcc.org).

### **About Silver Spring Country Club**

Silver Spring is a member owned, private country club situated on 300 acres in Ridgefield, Connecticut that offers golf, racquet sports, aquatics, and dining and social options for all seasons. Originally conceived as a “small club in the country,” providing weekend and summer recreation for city-dwelling members, Silver Spring has emerged into a full-service facility drawing today’s members primarily from Ridgefield and the surrounding towns in Fairfield County. A family centric club, it continues to evolve with amenities and membership options that attract a diverse group of people. The 18-hole Robert White designed golf course has averaged 18,000 rounds annually. The club has recently completed a new Turf Maintenance Center and a full Golf Course Master Plan is in development with golf course architect, Brian Schneider, of Renaissance Golf Design. Other amenities include a new platform tennis center with five courts and paddle hut, eight har-true tennis courts, and four pickleball courts. An extensive Five – Year Capital Plan is in the planning stages and is being finalized. The club is currently debt free and has maintained a membership that is full with a significant waiting list projected for 2023.