



Clubhouse Manager

Wannamoissett Country Club is seeking a professional club manager to help oversee member services. This position will focus on all aspects of our food and beverage operation. The Club generates \$1.6M in food and beverage revenue annually. Wannamoissett is in East Providence, RI and recently celebrated its 125th anniversary. The historic golf course is impeccably maintained and attracts some of the finest golfers in the world. The Club also offers swimming and tennis. This is a senior position on the management team at an upscale family-oriented country club. The **Clubhouse Manager** reports directly to the General Manager. The ideal candidate will be comfortable in a country club setting and be well versed in providing and teaching top notch food and beverage service.

Brief Job Description

Job Knowledge, Core Competencies and Expectations

- Food and beverage, cost controls and operating procedures.
- Wine, spirits, and bar operations.
- **JONAS Point-of-sales system.**
- Strong interpersonal and organizational skills.
- Polished, professional appearance and presentation.
- Manage stress and time.
- Build a team, train, and maintain team morale. Create and maintain a positive, encouraging work environment.
- Effective communication at all department levels with positive communications.

Job Summary (Essential Functions)

Responsible for all dining services and all food and beverage throughout the Club. Directly supervises the Food & Beverage Managers, Bartenders, and Servers. Hires, trains, and supervises subordinates to assure that the wants and needs of the Members and guests are consistently exceeded. Help to create & promote a positive workplace.

Job Tasks/Duties

- Responsible for proper charge procedures, guest check analysis, ticket controls and daily sales reports and analysis.
- Manages the department's long-range staffing needs.
- Assists in recruitment, training, supervision and termination of food and beverage staff.

- Ensures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Monitors staffing to minimize overtime and keep labor costs within budget.
- Ensures that all standard operating procedures for revenue and cost control are in place and consistently followed.
- Ensures that all applicable clubhouse policies and procedures are followed.
- Works with Executive Chef to approve menu items, pricing, and menu designs for all outlets, special events and Member events.
- Ensures all legal requirements are consistently followed (TIPS training), including wage/ hour and federal, state, or local laws for food safety and the sale/consumption of alcoholic beverages.
- Multiple years of experience with **JONAS** software.
- Ensures that all new employees receive the appropriate safety instructions and training; establishes and enforces all safety policies and procedures including OSHA regulations and ensures that appropriate proof of training is documented to the employees' personnel files.
- Greets Members and guests and oversees actual service on a routine basis.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates, and maintains all written standards and procedures for the dining rooms as needed.
- Monitors appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Monitors or manages physical inventory verification and provides updated information to the Accounting Department.
- Responsible for the proper accounting and reconciliation of the point-of-sale system.
- Maintains records of special events, house counts, food covers and daily business volumes.
- Recommends operating hours for all food and beverage outlets.
- Serves as manager-on-duty on a scheduled basis.
- Perform other duties as requested by the General Manager.

Candidate Qualifications

- Alcoholic beverage certification (TIPS) and Food safety certification.
- Five years or more as a food and beverage manager with at least two of those years as a food and beverage director. A degree in Hospitality Management is considered a plus.
- Self-motivated, positive, and enthusiastic for promoting teamwork in a warm and family-type atmosphere.
- Adaptable to Change - Can solve problems through an open-minded and all-inclusive approach.
- **JONAS** experience; embraces technology.
- Enthusiastic about food & a student of wine
- Excellent communication skills, ability to be a strong leader.

Date Position Available

January/February 2024

Other Benefits

CMAA membership package
Medical, Dental insurance
Bonus potential
401k plan

**Please send resumes, a cover letter and relevant experience to Paul J. Flood, CCM,
General Manager:**
employmentwcc@gmail.com

No phone calls please.