



FALMOUTH YACHT CLUB

## **CLUBHOUSE MANAGER OPPORTUNITY**

The Falmouth Yacht Club, in Falmouth, MA is searching for a Clubhouse Manager to start immediately. Located on beautiful Falmouth Harbor, overlooking the water and with a pristine view of Martha's Vineyard, Falmouth Yacht Club, is looking for the right individual to lead our clubhouse operations. This is a hands-on position, and a perfect opportunity to showcase your positive personality and management skills. The next Clubhouse Manager must have the ability to provide a high level of service while maintaining a strong team and professional communication.

This past winter, Falmouth Yacht Club completed an over \$2 million comprehensive dining room, bar, and expansive kitchen renovation. We are looking for a manager who will be able to exceed members' expectations in concert with our new facilities. All dining areas including the kitchen were completely emptied, expanded, and outfitted with a new layout and equipment.

Founded in 1945, initially for sailboat racing enthusiasts, FYC has a rich boating and racing history that it is proud of, however, the Club now offers many other services to its members. In addition to our sailing and boating, the Club has a large social membership who use our private beach and sailing school during the summer, full dining facilities, and for club-sponsored functions and events.

### **SOME FACTS ABOUT FYC:**

- 430 Member individuals or families
- Private Member-owned Club
- \$1.1 Million in annual Food and Beverage sales
- 80% A la Carte / 20% Function Sales
- 90-seat restaurant / 40-seat Bar / Deck Dining in season additional 50 seats
- Seasonal Beach Snack Bar from mid-June to Labor Day.
- The club is open 6 days per week from Memorial Day through September offering Lunch & Dinner. The shoulder seasons on Thursday-Sundays except for January when the Club is closed.

### **JOB SUMMARY**

The clubhouse manager is responsible for the club's dining services, housekeeping, member communications, and all beverage production throughout the club. They directly supervise the Bar Manager, Service Captain, dining staff, and housekeeping. Implements and monitors departmental budgets. Creates and executes emails and marketing material to members and staff. Hires, trains, and supervises subordinates and ensures that the wants and needs of club members and guests are consistently exceeded.

### **PRIMARY JOB DUTIES:**

- Works with all departments to plan and execute club and private events in accordance with club policy and committee expectations.
- Ensure timely correspondence with all members, guests, and event guests including inquiries, follow-ups, contracts, billings, and thank-you letters.
- Responsible for recruitment, training, supervision, and termination of front-of-house restaurant staff.
- Responsible for recruitment, training, supervision, and termination of parking attendant staff.
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Monitors employee records to minimize overtime and keep labor costs within budget.
- Assures that all applicable club policies and procedures are followed.
- In charge of member communications. Plans, writes, and executes external and internal marketing and sales promotion activities for the department's outlets and special club events.

- Regularly creates, updates, and reviews the club website.
- Greets guests and oversees and participates in actual service on a routine, random basis.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates, and maintains all written standards and procedures for the department as needed.
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken.
- Monitors appearance, upkeep, and cleanliness of all clubhouse equipment and facilities.
- Monitors employee dress codes according to policies and procedures.
- Responsible for the proper programming, accounting, and reconciliation of the point-of-sale and member revenues.
- Ensures that an accurate reservation system is in place.
- Audits and approves weekly payroll.

**SALARY & BENEFITS:**

- The salary is competitive and will be commensurate with qualifications and experience.
- Annual Performance Bonus potential.
- This is a year-round salaried position.
- Health and Dental Insurance, (Blue Cross/Blue Shield)
- Paid Vacation
- CMAA Local and National Dues

**HOW TO APPLY:**

The position is available immediately. Please send your resume and cover letter to the contact below.

Stephen Kohr, CCM  
General Manager  
gm@falmouthyachtclub.com