



EASTERN POINT YACHT CLUB
GLOUCESTER, MA



Eastern Point Yacht Club Gloucester, Massachusetts General Manager

The Eastern Point Yacht Club, located at the southern tip of Eastern Point where the Atlantic Ocean meets Gloucester Harbor is a member owned, family oriented, private yacht club. Established in 1923, we are known for sailing and boating of all kinds with an oceanside pool, a Junior Sailing program, overnight guest rooms, and an elegant fine dining operation in our magnificent 1887 clubhouse. EPYC has a breathtakingly beautiful view of the ocean. During the summer season we offer white linen fine dining on our expansive lawn, outside deck, and in our clubhouse dining rooms. We are currently at full membership capacity, in sound financial condition, and are staffed with an excellent team of high caliber, experienced and enthusiastic department managers and hourly staff. We believe in the team approach to achieving an optimal member experience in every area of the club. www.epyc.net

JOB SUMMARY: The GM reports to the Commodore and has overall operating responsibility for the Club and all the Club's employees. This responsibility includes but is not limited to:

- Working with staff and volunteer committees, execute all policies developed by the Board of Governors and Committees
- Is always on-site during dinner meal service hours and supervises our team with a hands-on collaborative approach to ensure a positive dining experience for members and guests
- Is responsible for our private event business and works closely with the Member & Guest Services Manager, Executive Chef, and Club Controller to book, plan, and execute successful events.
- Hiring, managing, developing, and motivating all club employees
- Managing all work done at the club by outside contractors

- Working with the Board of Governors to develop long term goals and overall policies and ensuring that the staff can execute those policies.
- Managing adherence to the budget (in all areas), reporting to the treasurer on variances, and recommending solutions to budget issues
- Secures, protects, and manages the Club's assets.
- Ensures that all the Club's products and services meet or exceed agreed to levels of quality.
- Managing the relationship between the members and the staff to ensure an excellent experience for both members and the staff

CANDIDATE QUALIFICATIONS:

- Has at least six years of F & B management experience in a high-end club, hotel, or restaurant
- Excellent interpersonal, verbal, and written communication skills. He or she must be able to interact professionally and effectively with the Management team, hourly employees, vendors, members, and guests
- Able to develop an enthusiasm for excellence among the managers and hourly staff and with a mentoring, team-oriented approach, fostering a positive work environment for all employees.
- Exceptional organizational skills, and a polished, professional appearance
- A passion for excellence when it comes to providing the optimal member experience.
- Technical literacy including the use of Outlook, Excel, Word, Publisher, and our point-of-sale system Jonas

JOB DUTIES AND RESPONSIBILITIES:

- Implements general policies established by the Board of Governors; directs their administration and execution.
- Plans, develops, and approves specific operational policies, programs, procedures, and methods in concert with Club policies.
- Develops, maintains, and administers a sound organizational and personnel plan and structure. This will include financial control systems, capital equipment management/maintenance systems, purchasing systems, personnel management systems, and a staffing plan to ensure the proper delivery of services to the members within budgetary constraints.
- Maintains membership with the Club Managers Association of America (CMAA) and other professional associations.
- Attends conferences, workshops, and meetings to keep abreast of current information and developments in the field
- Coordinates with the Club Controller, Club Treasurer, and the Board of Governors in development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
- Consistently ensures that the club is operated in accordance with all applicable local, state, and federal laws.

- Oversees the care and maintenance of all the club's physical assets and facilities.
- Analyzes financial statements and collaborates with the Club Controller and Club Treasurer to manage cash flow and establish controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary.
- Works with subordinate department heads to schedule, supervise and direct the work of all employees.
- Attends meetings of the Club's Officers and Board of Governors.
- Develops, maintains, and disseminates a basic management philosophy to guide all club personnel toward optimal operating results, employee morale and member satisfaction.
- Prepares reports and other support material for committee and board use.
- Negotiates and recommends board approval for contracts.
- Provides for and manages use of the club's equipment, space, and materials.
- Establishes and approves workloads, work methods, and performance standards.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Ensures proper cleanliness and sanitation of all club facilities and environments.
- Performs competitive analyses on clubs and other businesses providing member alternatives through personal observations and historical reports.
- Handles emergencies such as fires, accidents, and breaches of security or house rules promptly and in person. Creates written responses to emergencies with recommended corrective actions to reduce occurrences.
- Convenes and presides over meetings with departmental managers; conducts all facility personnel meetings.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the club.
- Performs other duties as directed by the Commodore or Board of Governors.

REPORTS TO: Commodore

SUPERVISES: All Club employees including salaried managers. Current management structure includes Club Controller, Executive Chef, Member Services Manager, Front of House Manager, Waterfront Manager, and Junior Sail Director

The Club General Manager is a year-round position. The GM Schedule fluctuates based on events, but in general is: Peak Season (June 1-Labor Day) 6 days per week, Shoulder Seasons (Spring: Apr 15-May 31) &

(Fall: Labor Day-Oct 31) 5 days per week. Off-Season (November 1-Apr 15) Office coverage 3 days per week 9am-4pm.

Salary: Commensurate with qualifications and experience. Annual Bonus.

Benefits: 80% employer paid Health and Dental Insurance, Simple IRA with match, Life insurance, meals

(Onsite housing is NOT available)

Please send your resume and cover letter to:

Eastern Point Yacht Club

125 Eastern Point Blvd.

Gloucester, MA 01930

Attn: Commodore

Or email to: jobs@epyc.net and address your cover letter to the Commodore

Tel: 978-283-3520