**St Ives Country Club**

1 St Ives Country Club
Johns Creek, GA 30097

This club uses CMAA's General Manager/Chief Operating Officer Concept.

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| --- | --- | --- | --- |
| **Age of Club** | **Number of Members** | **Average Age of Members** | **Club Ownership** |
| 30 | 800 | 54 | Member-Owned |
| **Gross Dollar Volume** | **Annual Dues Volume** | **Annual Food Sales** | **Annual Beverage Sales** |
| $8,100,000.00 | $3,300,000.00 | $1,700,000.00 | $600,000.00 |

**Golf Facilities**

* 18 hole course, par 72, designed by Tom Fazio

**Tennis Facilities**

* 10 outdoor lighted Hard courts

**Swimming Facilities**

* 1 Outdoor

Plus a zero-entry baby pool and a water park-sized water slide

**Other Athletic Facilities**

Four pickle ball courts

**Dining Facilities**

* 1 Men's Grill that seats 80
* 1 Informal Dining Room that seats 80
* 1 Formal Dining Room that seats 95
* 1 Lounge/Bar that seats 40
* 1 Ballroom that seats 140
* 4 Private Function Room that seats 50
* 1 Snack Bar

**Special Club Features**

St Ives Country Club sits majestically atop one of the highest points in North Fulton County and is situated in the center of a lush Fazio designed 18-hole golf course where unique views of the grounds can be seen throughout the Club. St Ives is in Johns Creek, GA, just north of Atlanta. The 45,000 square foot Clubhouse includes a ballroom, two private dining rooms, a boardroom, meeting rooms, and multiple à la carte dining facilities. In addition, the Club serves lunch in the seasonal Pool Cabana.

St Ives is also known as a premier event and wedding venue with banquet facilities offering extraordinary food and impeccable service in an elegant atmosphere. The Club features multiple private banquet rooms accommodating parties from 10 to 300. The Club prides itself on offering a beautiful venue for wedding receptions, corporate meetings, formal and informal affairs year-round. The kitchen is well-equipped and restaurant outlets offer personalized member service and variety. St Ives also has an extensive Tennis facility with 16 courts and one of the largest ALTA programs in the state.

Club is open 6 days per week, 12 months per year.

**Job Details**

**Date Posted**

5/21/2022

**Job Title**

Clubhouse Manager

**Brief Job Description**

**Job Description**

Responsible for managing all daily Clubhouse services throughout all Dining, Catering, Banquets, Housekeeping, Engineering, Front Desk and non-golf-related activities of the Club House, and assuring the wants and needs of the club members and guests are consistently exceeded. Provide for a cohesive environment bringing together all departments of SICC Clubhouse operations. Plan and implement budgets, hire, train, and supervise subordinates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

·  Develops an operating budget for each department’s revenue outlets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained.

·  Assures that all standard operating procedures for revenue and cost control are consistently utilized.

·  Increase levels of food service quality and enhance the overall ambiance of member dining experiences.

·  Helps plan and approve internal marketing promotion activities for the food and beverage department.

·  Attends House Committee meetings and ensures integration and coordination of all social events.

·  Occasionally attends Long Range Planning, Admissions, and Finance meetings.

·  Manages the long-range staffing needs of the department.

·  Manages the overall operation of the Clubhouse.

·  Assures that practical orientation and training for new staff and professional development activities for experienced staff are planned and implemented.

·  Inspects to ensure that all safety, sanitation, energy management, preventive maintenance, and other standards are consistently met.

·  Establishes quantity and quality output standards for personnel in all positions within the department.

·  Develops and implements policies and procedures for food and beverage departments, housekeeping, locker room and engineering.

·  Assists in planning and implementing procedures for special club events and banquet functions.

·  Greets guests and oversees actual service on a routine, random basis.

·  Helps develop wine lists and bottle/glass wine sales promotion programs.

·  Addresses member and guest complaints and advises the General Manager about appropriate corrective actions.

·  Develops new and innovative ways to stimulate member activities and participation in Club events.

·  Maintains appearance, upkeep, and cleanliness of all food and beverage equipment and facilities.

·  Approves all product invoices before submitting them to the accounting department.

·  Maintains records of special events, house counts, food covers, and daily business volumes.

·  Works with other department heads on special projects assigned by the General Manager.

**CLUBHOUSE MANAGER**

**SUPERVISORY RESPONSIBILITIES**

·  Supervise Front & Back of House Staff, Houskeeping, Locker Room and Engineering.

·  Interview, select, train, supervise, counsel, and discipline all service employees in the department.

·  Develops ongoing professional development and training programs for service staff.

·  Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state, and local laws about alcoholic beverages.

·  Ensure that all services to members and guests are conducted highly professionally.

·  Ensure a safe working environment and attitude on all employees in areas of responsibility.

**OTHER SKILLS & ABILITIES**

·  Ability to interact positively with supervisor, management, coworkers, members, and the public to promote a team effort and maintain a positive and professional approach.

·  Ability to seek out new and innovative ways to meet and respond to the needs and demands of an ever-changing, diverse membership.

·  Ability to come to work regularly and on time, follow directions, take criticism, get along with co-workers and supervisors, treat co-workers, supervisors, and members/guests with respect and courtesy, and refrain from abusive, insubordinate, and violent behavior.

**Candidate Qualifications**

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to vendors/suppliers, members, and other employees of the Club.

**COMPUTER SKILLS**

Proficient in Outlook and Internet applications. Working knowledge of Word Processing and Spreadsheet applications.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages and draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk; bend; reach with hands and arms; climb or balance, and stoop or kneel. In addition, the employee must occasionally lift and move 20 - 50 pounds. Specific vision abilities required by this job include close vision.

Educational Requirements

**EDUCATION and/or EXPERIENCE**

A minimum of 5 – 8 years of related experience in an upscale environment. Private club, resort, and/or hospitality experience required.

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**EDUCATION and/or EXPERIENCE**

A minimum of 4 - 6 years of related experience in an upscale environment. Private club, resort, and/or hospitality experience required.

**Date Position Available**

Immediate

**Other Benefits**

Health, Dental, Vision and Life Insurance.

CMAA Dues and Educational allowance

401(k) eligible

Cell phone allowance

**Please send resumes to:**

Mike Davis
General Manager
1 St Ives Country Club
Johns Creek, GA 30097
PHONE: 770-623-1239
mdavis@stivescountryclub.org

