



Position

Assistant Clubhouse Manager

Facilities:

Founded in 1950, the Chattahoochee Country Club is an exclusive, member owned country club located in northeast Georgia, about 50 miles north of Atlanta. The club operates on a year-round basis, and our members are primarily local residents of the Gainesville/Hall County community. The membership includes a number of second and even third generation members as well as new residents to the area.

The club encompasses 13 acres of scenic lakefront property on Lake Sidney Lanier and includes a 47,000 SF clubhouse. The clubhouse contains casual and private dining rooms and a 400-seat ballroom. Other amenities include a nine-court tennis center, newly renovated aquatic complex, 9000 SF Athletic Center, 150 slip marina with gas dock and other ancillary facilities. Golf access is provided through a long-term arrangement with the nearby city owned Chattahoochee Golf Course.

The club has total revenues of approximately \$5,000,000 including \$2.4 million from member dues, \$2.1 million from food & beverage, and \$250,000 from initiation fees. The club currently has 804 total members.

Job Summary

The Assistant Clubhouse Manager(s) works in conjunction with the Clubhouse Manager and F&B Managers. He or she is responsible for managing the service of members and guests in both the dining room and private events; while maintaining the highest levels of service and professionalism. This energetic, positive and hardworking individual is a main influencer and leader of the Chattahoochee Country Club culture. He or she is constantly seeking to improve themselves and those around them. While continuing their education through CMAA with BMI's and World Conferences; he or she also participates in a close mentor/ mentee relationship with the General Manager & Clubhouse Manager, who are looking to grow and develop this young professional in their career.

Educational Requirements

Bachelor's degree from a four-year college or university. Hospitality management major preferred.

Minimum 2 years of experience in a Food & Beverage Supervisory position

Job Tasks

1. Responsible for the banquet service function in the club. Supervises banquet service personnel to assure member and guest satisfaction through proper food and beverage service and presentation.
2. Responsible for management of dining room service in the manner most pleasing to members and their guests. Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Supervise and train dining room staff. Manage within budgetary restraints.
3. Works with the catering manager, banquet chef, and others to schedule and coordinate personnel requirements for private functions.
4. Assists the Head Trainer with on-going development and training programs for service personnel
5. Creation and coordination of club events with assistance from the Catering Director, Clubhouse Manager and F&B Managers (booking entertainment, planning décor)
6. May serve as club's opening or closing manager or manager on duty
7. Ensures accurate reservations daily & oversee that hostesses create effective sections each night
8. Coordinates food service between kitchen and service staff
9. Addresses member and guest complaints promptly and reports on appropriate corrective actions that were taken
10. Maintains appearance, upkeep, and cleanliness of all food and beverage equipment and facilities
11. Completes other appropriate assignments given by the Clubhouse Manager or GM

Reports To

Clubhouse Manager

Benefits

Salary commensurate with experience

Annual performance bonus

Annual clothing allowance

Paid vacation

401K eligible after 6 months

Medical, dental, company paid life insurance & long-term disability after 60 days

Continuing education allowance.

Send Résumé to:

Vaughan Smith

Clubhouse Manager

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