



## **Cherokee Town & Country Club Assistant Manager Job Opportunity**

Founded in 1956, Cherokee Town and Country Club is recognized as one of America's premier private clubs. Cherokee has two locations: the Town Club, which occupies the famed Grant Estate, is located on West Paces Ferry Road in Buckhead; and the Country Club, located near the Chattahoochee River in Sandy Springs. Cherokee prides itself on continuous improvement in everything it does and is committed to exceeding member expectations and providing consistently superior experiences to its members and their guests. Cherokee employs 500 in peak season and has total revenues of over \$34M. Cherokee is considered one of the largest clubs in the country yet possesses a family culture among its members as well as its staff. We have 36 holes of Championship Golf with 58,000 rounds a year. We have a Golf Driving Range and short game facility along with a new state of the art Golf Learning Center. The Country Club is currently being renovated to add outside veranda dining, new Women's Locker Room, Golf Snack Bar, Junior Lounge, Golf Shop, and added storage to enhance our member experiences.

*Cherokee is seeking an Assistant Manager who will supervise the Member Services Manager, Food & Beverage staff, Pool Snack Bar staff, and Golf Snack Bar staff. The Assistant Manager will hire, train, and provide strong professional leadership to the team as we reopen our incredible new space to our membership in the late summer. The successful candidate will be very visible to the membership and staff.*

### **Some of the main duties will include:**

- Assumes operational control of the delivery of service as Manager on Duty.
- Ensures the smooth and efficient operation of all food and beverage activities club-wide.
- Oversees Food and Beverage, Pool Snack Bar and Golf Snack Bar staff. Interviews, hires, assigns, trains, schedules, and evaluates all service staff members to develop and maintain an effective and efficient working environment.
- Coaches employees daily to assure all are skilled in their position and provide them with appropriate and timely feedback.
- Assists in planning and implementing training programs.
- Prepares and manages payroll for direct reports.

### **Qualifications:**

- Must have previous supervisory experience and effectively work with others
- Must have working knowledge of food and beverage operations
- Must have experience developing, implementing, and maintaining training programs and initiatives.
- Must have a bachelor's degree
- Must have previous experience in Hospitality
- Solid understanding of a la carte and banquet revenue generation and cost controls
- Extremely personable, outgoing and passionate about delivering memorable experiences
- Superior supervisory and administrative skills to include training, personnel evaluation, budget preparation, and ability to effectively manage costs and inventory
- Must be computer literate with higher than average expertise in all Microsoft Office Suite products
- Point of Sale management experience
- Superior written and oral communication skills

- Banquet experience is essential
- Positive, engaging, hands on management style
- Maintains the highest of standards with an eye for detail

**Preferred Qualifications:**

Hospitality Degree

2 years of experience in a Manager in Development or Assistant Manager role in a Club

**Reports To**

County Club Manager

**Direct Reports**

Member Services Manager, Food and Beverage Staff, Banquet Staff, Pool Snack Bar, and Golf Snack Bar Manager.

**Benefits for joining our team:**

- Medical, Dental and Vision
- 401k
- Free meals while on duty
- Free parking
- Employee Golf available on most Mondays
- Employee Recognition opportunities
- Employee Appreciation Event
- Employee Scholarship Program
- CMAA Membership and education benefits

Cherokee Participates in E-verify and is a Drug Free Workplace.

**Come and join our family!**

Our organization has partnered with Talent Plus, a company that develops scientifically validated selection and development tools to identify the natural talents of our prospective employees.

To complete your application, we ask that you complete the following online assessment. This assessment will enable us to better understand your unique talents and how they align with our culture. The assessment will take approximately 25-30 minutes to complete.

[Talent Assessment Link \(https://prod-tbex.talentbankonline.com/TBEX/p/reg/cherokee\)](https://prod-tbex.talentbankonline.com/TBEX/p/reg/cherokee)

**To Apply Please Click the Link Below:**

[Cherokee Careers \(https://recruiting.paylocity.com/recruiting/jobs/Details/138872/Cherokee-Town-Country-Club-Inc/Country-Club-Assistant-Manager \)](https://recruiting.paylocity.com/recruiting/jobs/Details/138872/Cherokee-Town-Country-Club-Inc/Country-Club-Assistant-Manager)