



RCS Hospitality Group  
a new generation of hospitality management  
6412 Brandon Ave. #339 Springfield, VA 22150  
[www.consultingRCS.com](http://www.consultingRCS.com)

**Position Available:**  
**CLUBHOUSE MANAGER**  
River Oaks Country Club  
Houston, TX

River Oaks Country Club, a Platinum Club located in Houston, Texas, is seeking an experienced hospitality food & beverage management professional to join their team as their new Clubhouse Manager.

#### POSITION OVERVIEW

The Clubhouse Manager is ultimately responsible for club-wide Food and Beverage Service operations, including A la carte dining, member events, and banquet operations throughout all outlets on the property. The Clubhouse Manager oversees dining areas to ensure a smooth and consistent experience of service standards, high levels of member and guest satisfaction, quality food products, and exemplary service in conjunction with dining room staff, Beverage, and Culinary departments. The Clubhouse Manager exhibits a high energy, enthusiastic, hands-on approach and understands that on-the-floor member engagement is essential in this position. The Clubhouse Manager must motivate and inspire staff members across multiple operating departments within their purview, including Housekeeping, Valet, and Front Desk. The Clubhouse Manager will be heavily involved in enhancing the club-wide service culture and developing the member experience across the Club. This position will work very closely with the Club Manager and applicable department heads to execute high levels of member and team satisfaction.

#### JOB DUTIES

- Assist in the management of the hospitality operation including Banquet and A la carte food & beverage, pool, housekeeping, valet, safety, and security operations.
- Responsible for staff hiring, training, mentoring, scheduling, and management.
- Have a passion and aptitude for teaching, training, and developing educational programs for all food service personnel, working as necessary with the managers directly responsible for those operations. Be a champion for the Club's Vision.
- Ensure that team members clearly understand performance expectations and that assigned tasks are reasonable, well-conceived, and appropriately conveyed.
- Develop and implement marketing programs with the Communications Manager to increase dining room, lounge, banquet, and general participation in F&B-related activities.
- Upholds high levels of service standards through daily interactions with membership and our staff
- Deliver performance appraisals and the productive coaching/counseling of staff as needed.
- Work closely with the Club Manager to assure adherence to the approved budget and business plans, the accuracy of data and good member relations.
- Maintain the dining point of sale system and train staff on the same.
- Possesses vision and takes action to evolve programming in food & beverage.
- Leads the monthly food & beverage inventory process.
- Participates in the annual budgeting process with the Club Manager
- Support the Club Manager by leading F&B initiatives as well as the execution of future and current development projects, providing operational experience, guidance, and leadership.
- Attend and participate in Club Committees as needed



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- Perform other duties as designated by the Club Manager and work closely with the River Oaks Leadership team.

#### BACKGROUND/EXPERIENCE

- Minimum of five years of experience in the food and beverage or hospitality industry; club experience is preferred.
- Strong revenue generation and member-connection skills.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Must be proactive, competitively driven, and able to effectively delegate and follow up on assignments and goals.
- Must be strong in problem-solving skills as well as customer/member communication.
- Must be able to multi-task and work flexible hours (including nights, weekends, and holidays) with minimal supervision.
- Work closely with the Club Manager and department heads to oversee all food and beverage services, maintenance of facilities, and development of the member menu and social events.
- Assure efficient execution of banquet and catering events.
- Embrace the membership and staff and provide them with a friendly and professional club setting.
- Assure that the physical plant and assets are in excellent repair and maintained.
- Bachelor's degree in Hospitality Management or related field preferred.
- Strong club technology experience (Jonas, etc.) to drive member/guest experience.
- Bilingual a plus.

#### PHYSICAL DEMANDS

- Performing the duties of this job, the associate is regularly required to talk and hear.
- Frequently is required to walk and sit, and occasionally is required to stand.
- Occasionally lift and/or move up to approximately 25 pounds.
- The noise level in the work environment is usually quiet to moderate.
- Ability to continuously stand for up to a 10-hour shift.
- Ability to bend, twist, stoop, push, pull, climb stairs, reach overhead, and lift up to 50 pounds.
- Ability to work under strenuous and heated conditions.
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#### REPORTS TO

- Club Manager

#### DIRECT REPORTS

- Front of House Service Staff
- Applicable Department Heads



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## THE CLUB OFFERS

- Salary range between \$95,000-\$105,000, commensurate with experience.
- Medical, dental, and \$1 for \$1 401k up to 4% of salary.
- Pet insurance, telehealth, identity theft protection, HAS & FSA.
- PTO based on years of service.
- Company provided meal per shift.
- Retail discounts, food and beverage discount, golf privileges.
- Maternity/Paternity leave.
- Company-paid life insurance/AD&D, and company-paid short/long-term disabilities.

## CLUB OVERVIEW

Founded in 1923, River Oaks Country Club is considered among the nation's premier private clubs, celebrating its Centennial anniversary this year. Situated on 183 acres, the Club has a long-standing reputation for providing members, their families, and guests with an exceptional club experience. The Club offers an extensive range of recreational and social amenities including, an 18-hole Golf Course, a Golf Teaching Center, 16 Tennis Courts, a state-of-the-art Fitness Center, and an elegant Clubhouse that offers both formal and informal dining rooms, a mixed casual bar, and numerous private event spaces that host some of Houston's most distinguished events.

River Oaks Country Club has a rich golf and tennis history and holds a prominent position in the lives of its multigenerational membership. The Club is the home of the US Men's Clay Court Championship and has held a professional-level tennis tournament in its classic tennis stadium since 1931.

In 2022 River Oaks Country Club finalized a stunning new addition to the Clubhouse called the East End. Improvements include an impressive employee space, Youth and Family Center, additional banquet space, five heated swimming pools, valet, bar, restaurant, and cabanas on the expansive pool deck.

## CLUB DETAILS

- 1650 Total Members
- Full Golf and Social Membership Categories
- \$35M Total Revenue
- \$14M Food & Beverage Revenue
- A la carte dining, 18 holes of Golf, East End Pool facility (Dec 2022), 16 Tennis Courts (8 hard, 8 clay), Pickleball courts (2022), Youth & Family Center, Fitness Center
- Club is celebrating its 100th year in 2023
- Standing Committees include: Executive, Finance, Greens & Grounds, House, Beautification, Safety, House, Youth & Fitness, Membership, Facilities, Audit, Capital, Compensation
- 13 Board members, with 3-year terms
- Website: <https://www.riveroaksgc.net/>

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