****

**Savannah Yacht Club Clubhouse Manager**

**About Us:** The Savannah Yacht Club is a private, family-oriented club located on the Wilmington River on Whitemarsh Island, in Savannah Georgia. We are dedicated to member satisfaction through superior service and quality facilities.

**Job Overview:** This position is responsible for the oversight of the F&B department, Front Desk Department, Events Coordinator, Security, and the Housekeeping Department.

**Key Objectives**

* Knowledge of management requirements for housekeeping, engineering, maintenance and repair and security functions at the club.
* Must demonstrate appropriate analytical skills, attention to detail, organizational and project management skills.
* Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
* Ability to function as club’s general manager in their absence.
* Approves budgets, staffing and general operating procedures and other plans for the rooms, housekeeping, maintenance and repair and security departments; directs the work of department heads.
* Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained.
* Functions as an administrative link between departments.
* Monitors internal cost control procedures. Plans and coordinates training and professional development programs.
* Assists the general manager in developing and implementing long-grange (strategic) and annual (business) plans, operating reports, forecasts, and budgets.
* Monitors safety conditions and employees’ conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all department
* Maintains contact with members and helps to assure maximum member satisfaction.
* Receives and resolves complaints from club members, guests, and employees.
* Assures that the club’s preventative maintenance and energy management programs and Master Plan are on schedule and in that use.
* Assists in the planning of facility improvements, remodeling, construction, and repair, and interacts with applicable club committees for this purpose.
* Serves as an ad hoc member of appropriate club committees.
* Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
* Oversees daily club operations.
* Advises General Manager about the development and revision of club by-laws and policies; consistently enforces policies.
* Works with Human Resources Department staff to develop long-term staffing needs for the clubhouse department.
* Works with department heads to plan professional development programs for applicable staff.
* Monitors employee dress codes and member dress codes as applicable.

**Desired Qualifications**

* Certified Club Manager (CCM) designation through CMAA or in current pursuit of this designation.
* Bachelor’s degree from a four- year college or university
* Hospitality Management major preferred.
* Member of Club Managers Association of America (CMAA) and other professional associations.
* Six or more years of related experience with three or more years as a manager.
* Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.
* Management of complex capital projects.
* Experience working with volunteer committees.

**How to Apply:**

* Please apply on our [Indeed Ad](https://www.indeed.com/job/clubhouse-manager-1345683db9f5b132) or email your resume to barndt@savannahyachtclub.org