



Clubhouse Manager

Club Overview:

Founded in 1882, Myopia Hunt Club is a fully private and first-class country club experience for all members and guests. The Club is known for its rich history and traditions. Located just north of Boston, Myopia features a remarkable 18-hole golf course designed by Herbert C. Leeds which is consistently ranked a top fifty course in the country. Club members also enjoy seven Har Tru tennis courts, a newly renovated paddle facility and pool area with a snack bar. We offer an authentic equestrian program with plenty of room for members' horses and hounds to enjoy foxhunting. Myopia also features Polo on the oldest playing field in the United States. The food and beverage department includes the Main Clubhouse with four full-service formal dining rooms, a large full-service outdoor dining space, a 180-person function room, six overnight guest rooms, and multiple sitting rooms. Our Lower Clubhouse is a full-service casual atmosphere with sixty seats, two squash courts and four paddle courts.

Position Description:

The Clubhouse Manager oversees all clubhouse operations primarily Main Clubhouse dining, Lower Clubhouse dining, Snack Bar, Kitchens, Housekeeping and related administration. His/her direct reports will include the Assistant Clubhouse Manager, Executive Chef, Pool Director and F&B service personnel. She/he will be responsible for overseeing and enforcing House rules and regulations as approved by the Executive Committee.

Position Qualifications:

Candidates must have a minimum of five years of Food & Beverage management experience in a busy, private club or similar hospitality environment. She/he must be a mature, highly motivated individual with an attention to detail and the ability to work in a team environment. An individual who possesses a high degree of integrity to represent the best interests of the Club and its' members.

Job Duties to include, but not limited to:

- Oversee the daily operations of House, including all food and beverage operations for a la carte, member and non-member events.
- Ensures the highest standards for food, beverage, entertainment, and all related club services.
- Responsible for onboarding, training, and mentoring all food and beverage and related staff to provide the highest standard of services to the membership.
- Coordinate with other department managers and/or event planners as it relates to the usage of food and beverage services at the Club.
- Be visible and greet all club members as practical during their visitations. Ensure all front facing House personnel know members' names.
- Coordinates and works with Club Controller to develop and monitor House operating budgets, including monthly financial statements for the House, Snack Bar/ Pool and Foxes Den operations.
- Monitors House financial statements and establishes controls for responsible spending in line with

- approved budgets. Reviews income and costs relative to goals; takes corrective action as necessary.
- Establishes and monitors compliance with F&B purchasing policies and procedures. Ensures monthly inventories are conducted and submitted to the Controller in a timely manner.
- Reviews and helps initiate programs with the House Committee to provide members with a variety of events in concert with dining options.
- Works with House staff to schedule, supervise, and direct the work of all Clubhouse employees.
- Develops, maintains, and disseminates a basic management philosophy to guide all House personnel toward optimal operating results, employee morale and member satisfaction. Establish a structured training and onboarding process for all F&B personnel.
- Responsible for communications protocol, primarily clubhouse F&B usage and scheduling through MembersFirst to apprise members of House related activities as well as other pertinent announcements.
- Responsible for purchasing of all required products, supplies and equipment in regard to Clubhouse dining operations.
- Assist dining and/or kitchen operations during busy occasions as needed, including serving, bartending and expediting in the kitchen etc.
- Ensures proper cleanliness and sanitation of all F&B facilities and related areas.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection, and preventive enforcement.
- Gives directions to and works closely with vendors, outside contractors, and individuals providing services for House operations.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies as necessary.
- Perform other duties as directed by the House Committee and Club President

Other Traits, Skills and Competencies:

Exceptionally strong Food and Beverage credentials & knowledge.

Strong management skills with strengths in leadership, communication and financial performance.

Strong technical literacy preferably with Jonas POS, Microsoft Word, Excel and Publisher programs.

Exceptionally strong written and verbal communication skills.

A proven food and beverage leader who is able to manage his/her time and establish priorities, to which he/she is accountable to execute against.

Anticipatory approach to membership needs and the ability to address membership needs.

Compensation:

Salary is commensurate with qualifications and experience. Benefits include Health, Dental and Life Insurance, Sick Pay, Vacation, Holiday Bonus, 401(k) plan.

Applications:

Please mail/email resume and cover letter to:

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