



Assistant Clubhouse Manager

This history of Idle Hour Country Club (Idle Hour) is intricately linked to the history of Macon as generations of the city's business, civic, and political leaders have found happiness, relaxation, and camaraderie in the clubhouse, on the tennis courts, and on the golf course of one of the South's oldest and finest country clubs. The earliest roots of Idle Hour are grounded in a nineteenth-century social organization known as the Log Cabin Club where members enjoyed dining, dancing, card games, shooting, cycling, tennis, and golf. In less than two decades, Log Cabin outgrew its facilities, and in 1911, members chose the Idle Hour Stock Farm and racetrack, developed in the 1890s by a banker as a place to spend the "idle hours" with family and champion racehorses. In 1912, the members incorporated themselves as the Idle Hour Country Club and sculpted a new golf course around the racetrack and along the gentle hills of the farm. In 1967 members erected a new, larger clubhouse and today Idle Hour Country Club offers members warm hospitality and amenities that will continue to serve generations to come. Idle Hour's amenities include an outstanding golf program including an eighteen-hole championship golf course, a par three executive course, and the Blum Golf Learning Center. The club has an active tennis program with eight clay courts and five hard courts. The recently renovated pool complex includes a large infinity pool and a separate diving and lane pool. The club's Wellness Center features state-of-the-art equipment, fitness classes, and massage therapy.

The city of Macon is in central Georgia, Macon is a city of diverse cultures, beautiful architecture, an exciting music heritage and thriving arts and educational opportunities. Macon offers several parks and over 25 miles of walking and biking trails, the Ocmulgee River and nearby Lake Tobesofkee for kayaking and fishing, and historical sites and museums. Idle Hour numbers are • 1,051 members • \$2.75M F&B volume • 50% a la carte/50% banquet • 170 total employees • 20 kitchen employees • 3 kitchens

Job Description

The Assistant Clubhouse Manager is responsible for overseeing all aspects of food and beverage service operations, to include cleanliness, timeliness of food service and effectively executing banquets and restaurants. This responsibility will include all dining outlets: Banquets, Clubhouse Dining Rooms, Pool Snack Bar and Mens' Grill. The Assistant Clubhouse Manager shall maintain these facilities and services at the highest quality level for the enjoyment of members and their guests. The Assistant Clubhouse Manager will have a positive attitude, sense of urgency, ability to motivate and lead others. This individual will directly supervise the Food & Beverage Managers, and all dining and banquet staff. The Assistant Clubhouse Manager will be expected to assist in managing all aspects of each Food & Beverage Managers outlet of responsibility. This position reports to the Clubhouse Manager. This individual will hire, train, and supervise subordinates, and assure that the wants and needs of club members and guests are consistently met or exceeded. This position requires the ability to organize and prioritize, be personable, responsible, and willing to work in a team environment with an emphasis on

leadership. Typically, this position will work 5 days on and 2 days off, closes two nights and works most weekends.

Job Tasks (Duties)

1. Oversees training of new and current staff.
2. Conducts periodic performance reviews of direct reports, coordinates, and reviews of all staff in assigned departments.
3. Follows and enforces all rules and policies of the Club.
4. Conducts weekly or, as needed, department meetings with staff to disseminate information, discuss solutions, etc. (Includes pre shift meetings)
5. Maintains a high level of member contact throughout service hours.
6. Handles all member and guest complaints in a professional manner and according to established policies and forwards all information to the Clubhouse Manager.
7. Coordinates the orientation of all new employees in assigned departments with Director of Human Resources.
8. Maintains an accurate account of each employee under his/her supervision.
9. Participates as an active member of the management staff in improving the service and operation of the Club.
10. Acts as Manager on Duty in the absence of the GM or Clubhouse Manager.
11. Maintains appearance, upkeep and cleanliness of all F&B and Clubhouse equipment and facilities
12. Oversees the F&B department in effectively executing banquets, clubhouse dining, outside hospitality services, and Member Events.
13. Delegates responsibilities for meeting and banquet set-ups, as well as coordinating private functions with the Director of Catering.
14. Practices "Team Work."
15. Always maintains a well-groomed appearance.
16. Maintains knowledge of POS system and can train employees on all aspects of system.
17. Displays a sense of urgency with all tasks; sets an example for the staff. Punctual and prepared before staff arrivals.
18. Ensures all billing for catered, banquet, and member event functions is accurate and timely.
19. Performs other duties as assigned by Clubhouse Manager.

Education/Knowledge Preferred

- 4 years Hospitality Degree is preferred
- 5+ years of food and beverage supervisory experience in a premier level private club or upscale restaurant, resort, or hotel
- High level of interpersonal skills to communicate policies, procedures, and objectives

Skills

- Initiative, creativity, and self-motivation as well as discipline
- Ability to motivate others and manage financial and human resources effectively and responsibly to achieve established goals and objectives
- High level of professionalism and integrity as befitting a member of management
- Self-accountability and emotional awareness
- Frequent bending, stooping, pulling, lifting

- Continuous standing, walking, repetitive actions for extended periods of time; Occasional sitting
- Heat sensitive environment
- Able to operate standard office equipment including computer; Proficiency with Microsoft Office: Excel, Word and Outlook.
- Ability to quickly and proficiently learn new POS systems and software.
- Must be able to exercise good judgment under pressure
- Have a high level of interpersonal and organizational skills

All employees must maintain a neat, clean and well-groomed appearance per company standards. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the club. Upon employment, all employees are required to fully comply with Idle Hour rules and regulations. This job posting is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Benefits include comprehensive health insurance coverage, clothing allowance, 401k, complimentary meals, golf privileges, and CMAA membership. We offer a competitive full-time, salary position commensurate to experience

To apply send resume to:

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