



**Position: Assistant Clubhouse Manager**

**Reports to: Clubhouse Manager**

**FLSA: Exempt**

### **ABOUT THE CLUB**

Vicmead Hunt Club, located in Wilmington, Delaware, was founded in 1920 as a foxhunting club. Though the activity of fox hunting ceased long ago, the Club maintains the feel of an intimate country farmhouse, surrounded by horses in open pasture, on acres of undeveloped scenic property. On its two campuses, Vicmead Hunt Club and Bidermann Golf Course, the Club offers a vibrant array of activities including tennis, squash, paddle tennis, pickleball, golf, swimming, dining, and a full calendar of member social events in this unique ambiance. The two campuses are situated 3 miles apart from one another, each with its own dining facility and the ability to provide on and off premise catering for special events including weddings, golf outings and milestone celebrations.

The Vicmead campus is the heart of this casual family-friendly Club. Here members of all ages gather for relaxed poolside dining in the summer and cozy fireside meals in the winter. Bidermann Golf Course is home to a world-renowned 18-hole course sitting on the quiet landscape of Winterthur Museum. Vicmead and Bidermann's country casual atmosphere and understated elegance make for one of the most unique Club experiences in the entire Mid-Atlantic region. The Club has an incredible culture that values both its members and staff, and the commitment to exceeding members' expectations.

### **THE ROLE**

The Assistant Clubhouse Manager assists the Clubhouse Manager with supervision of Club wide Food and Beverage operations including A la Carte dining, private events (on and off premises), seasonal outlets, all beverage outlets and general oversight of pool operations. This individual supports the Club House Manager to ensure a high quality and consistent experience that results in consistent member satisfaction and efficient operations.

The Assistant Clubhouse Manager is extremely visible and accessible to the membership and staff. A hands-on, lead by example approach is a must. The Assistant Clubhouse manager reports to the Clubhouse Manager and works alongside the Clubhouse and Activities Director, Executive Chef, Membership and Catering Coordinator and Facilities Director. Personnel reporting to the Assistant Clubhouse manager include but are not limited to: Dining Room Supervisor, Manager in Training, Interns, FOH staff-waitstaff, lead bartender, halfway house attendants, etc.

## **POSITION DESCRIPTION AND RESPONSIBILITIES**

- Assists in daily operational oversight of member dining for a la carte dining rooms, member events, banquet events and all satellite outlets.
- Conduct regular meetings with staff to disseminate information; training, review menus and safety issues; address problems and issues.
- Responsible for assisting with billing of F&B transactions and provides the Clubhouse Manager with the appropriate information with post-event reports, cover counts, sales, labor, inventory, monthly reports and other data as requested.
- Assist the Clubhouse manager in collaborating with the Marketing and Communications Coordinator to generate internal marketing material, website updates menus and newsletter content.
- Handle member and guest concerns and/or issues with full discretion in efficient and effective manner.
- Interview, hire, onboard and conduct annual performance evaluations for staff.
- Maintain point of sale system-including documentation, training, updating menus, pricing and reporting.
- Assist in generating the staff schedule and assignments for food and beverage staff, housekeeping, special events and oversee schedule assignments to maintain proper cover and budget.
- Consistently monitor payroll and labor allocations to ensure they are in line with budget and forecasting goals.
- Support the Clubhouse Manager in developing annual departmental budgets for Club events, catering, dining and associated areas.
- Continually evaluate, develop and adjust training manuals and programs to ensure service standards.
- Ensure adherence to and compliance with all health, safety, sanitation, liquor consumption and all other food and beverage regulations. Keep current on all matters of the food and beverage industry. Update training manuals and programs in accordance.
- Serve as an active member or invited guest of all appropriate Club committees and departmental meetings.
- Exercise professional judgment and discretion regarding all confidential matters relating to employees and members.

## **PHYSICAL DEMANDS**

- Able and willing to work outdoors and indoors in all seasons.
- Must be able to stand for a prolonged period, walk, push, grasp, lift, bend, stoop or kneel.
- Ability to lift 50 pounds occasionally, 30 pounds frequently and 20 pounds constantly.
- Must be able to speak, read and write fluent English.
- Must be able to see the computer screen, paperwork etc.

## **QUALIFICATIONS AND EDUCATION**

- A college degree is preferred ideally with specialization in Hospitality or related concentration (In lieu of the degree hospitality experience will be considered.)
- Has a strong knowledge of a la carte dining and banquet services
- Has a proven track record of providing exceptional services in a hospitality or membership setting, and with a personality that is commensurately appropriate.
- Good judgement and sound decision-making skills, and a strategic approach to problem solving.
- Proactive and hands-on team builder who has a history of attracting, developing and retaining quality team members.
- Has strong technology skills, including knowledge of Microsoft Office Suite and POS systems (JONAS preferred); candidate must be capable and comfortable with technology and incorporate its use in his/her everyday role, while never losing sight of the need for members/guests relations and team members.
- Must be capable of working a varying schedule including evenings, weekends, holidays and extended hours as business dictates.
- Delaware Alcohol Beverage Control (ABC) Certification- Valid holder upon start date of employment

## **COMPENSATION AND BENEFITS**

Competitive compensation based on qualifications and experience.

- 401K
- Medical and Dental Plan
- Employer Paid Life Insurance, long term disability, vacation and personal leave
- 10 paid holidays (Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, day after Christmas, New Year's Eve and Easter.)
  - Club closure-Thanksgiving Day, Christmas Eve and Christmas Day
- Employee Meal

**Please send Resume & Cover Letter to Alex Treptow via email to [atrpetow@vicmead.com](mailto:atrpetow@vicmead.com)**