



## **The Talon Tribe is hiring a Clubhouse Manager!**

The Clubhouse Manager is responsible for the seamless operation and oversight of all clubhouse functions, including dining services, event management, facilities maintenance, housekeeping, and locker room amenities. This is a leadership role that is essential to delivering a superior member experience and requires strong organizational skills, hospitality expertise, and operational insight. The Clubhouse Manager will manage a diverse team and ensure all clubhouse areas meet the Club's standards of quality, cleanliness, and service.

### **About Us:**

RBCC's employees are known as the Talon Tribe. We are well-trained, friendly professionals who together share a common culture and create memorable experiences for all at Rehoboth Beach Country Club. We are the Talon Tribe.

The Talon Tribe is guided by our core values of Tribework, Respect, Integrity, Innovation and Inclusion.

### **Benefits:**

- Medical, dental and vision insurance.
- 401(k) with 4% company match.
- 120 hours of paid time off.
- 10 paid holidays.
- Club privileges that include golf, tennis and fitness center.
- Free staff meal every shift.
- Stable work environment.
- Professional development.
- A supportive and inclusive team culture that values your contribution.

### **Essential Functions:**

#### **1. Food, Beverage and Event Management**

- Oversee the food & beverage management team in daily operations of all dining areas, ensuring exceptional service, quality, and consistency.
- Coordinate with the Executive Chef and Food & Beverage Manager to design and implement menus that appeal to Member preferences.
- Manage food and beverage budgets, maintaining cost controls, and ensuring quality standards.
- Maintain compliance with health and safety standards, including alcohol service regulations.
- Address member feedback and continuously improve dining experiences.
- Oversees the Event Manager in the planning, coordination and execution of all club events, including member social gatherings, private parties, and special occasions.
- Collaborate with the events team, culinary staff, and other departments to create memorable and high-quality events.
- Manage event budgets, ensuring profitability while enhancing member satisfaction.
- Gather feedback post-event to improve future events and maintain high engagement.

#### **2. Facilities Maintenance and Housekeeping**

- Supervise the Facilities Manager and Housekeeping Supervisor to ensure the clubhouse, grounds, and all facilities are in prime condition.

- Coordinate with external vendors and contractors for repairs, maintenance, and facility upgrades.
- Implement regular inspections to identify and address any maintenance issues proactively.
- Oversee the housekeeping team to ensure all clubhouse areas, including dining rooms, common spaces, and restrooms, are meticulously clean and presentable.
- Ensure compliance with health and safety standards across all facilities.

### **3. Locker Rooms and Member Amenities**

- Ensure locker rooms are consistently clean, stocked, and maintained to the club's standards.
- Supervise the locker room attendants to provide prompt service, maintain cleanliness, and manage amenities.
- Implement feedback systems to continuously improve member experience within locker rooms and related facilities.
- Ensure secure and organized management of member lockers and personal items.

### **4. Staff Management and Training**

- Hire, train, and lead a team of diverse staff members across dining, events, housekeeping, locker rooms and facilities.
- Conduct performance evaluations, provide constructive feedback, and establish ongoing development opportunities.
- Create and manage staff schedules to ensure efficient operations across all areas.
- Foster a positive, professional work environment aligned with the Talon Tribe core values and Member expectations.

### **5. Financial and Administrative Management**

- In coordination with the AGM/Director of Operations, prepare and manage budgets for Food & Beverage, Clubhouse Maintenance and Locker Room, ensuring financial objectives are met.
- Track and manage expenses, maintaining strict cost control without compromising quality.
- Develop and implement operational policies and procedures to enhance efficiency.
- Produce regular reports on departmental performance, member satisfaction, and cost control measures.

#### **Directly Supervises:**

- Food & Beverage Manager
- Events Manager
- Outside Services Manager
- Facilities Manager
- Housekeeping Supervisor
- Locker Room Attendants

#### **The successful candidate will:**

1. Have a bachelor's degree from a four-year college or university, Hospitality Management major preferred.
2. Be a member of Club Managers Association of America (CMAA) and other professional associations, CCM accreditation preferred.
3. Attend conferences, workshops and keeping abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
4. Have 5 or more years of related management experience.
5. Have substantial private club or high-end hospitality industry experience with progressive professional advancement.
6. Have experience working with volunteer committees.
7. Be flexible with work hours and seasonal work schedule capabilities.
8. Have a professional appearance/presentation.
9. Display strong leadership skills in program and policy implementation.

10. Display strong verbal and written communication skills.

To apply email resume and cover letter to Spaska Ivanov, Director of Operations/AGM: [spaska@rehobothbeachcc.com](mailto:spaska@rehobothbeachcc.com)