

**CLUBHOUSE MANAGER PROFILE:  
GREEN HILLS COUNTRY CLUB  
MILLBRAE, CA**

**CLUBHOUSE MANAGER AT GREEN HILLS COUNTRY CLUB**

Green Hills Country Club is seeking a dynamic and motivated Clubhouse Manager who is ready to make an immediate impact and is well-positioned to grow into the General Manager role within the next year. This is a compelling opportunity for a hands-on hospitality professional with a strong food and beverage background, an understanding of membership engagement, and solid financial and operational skills. The Club is a warm, welcoming, and inviting community with a loyal membership and a collaborative team culture, making it an excellent environment for a leader who values service, relationships, and continuous improvement. The Clubhouse Manager's first priority will be to take full ownership of the food and beverage operation and lead the day-to-day clubhouse functions with consistency and attention to detail.

The ideal candidate will bring a passion for hospitality, a commitment to team development, and the ability to manage daily operations with professionalism and care. A working knowledge of membership dynamics and financial oversight will be essential, as will a service-driven mindset. The Clubhouse Manager will work closely with the current General Manager, who plans to transition out of the role within the year, allowing for a smooth and strategic handoff. This role offers a unique opportunity to step into greater leadership responsibility while contributing to a club culture that values genuine connections, exceptional service, and a strong sense of community.

[Click here to view a brief video about this opportunity.](#)

**ABOUT GREEN HILLS COUNTRY CLUB**

Established in 1929, Green Hills Country Club has a rich history. It is a club of timeless tradition and enduring legacy, and a proud home to one of the finest golf challenges in the Bay Area. Staying true to the ideals around which the club was built, today Green Hills is a place where families and friends come together to make memories and celebrate some of life's most cherished moments.

The Members of Green Hills enjoy a unique membership lifestyle that creates a sense of pride, belonging and camaraderie; a strong connection to community; and a place for recreation and superb dining, with friendly personalized service, and the best conditioned course on the Peninsula.

The Clubhouse at Green Hills serves as a social hub for members and their guests. The stunning new clubhouse welcomes members and their guests to enter a place that is relaxed, yet refined, a place where members go to escape, or to conduct business, all while enjoying breathtaking golf course and bay views from every vantage point.

To complement a beautiful and challenging golf course, Green Hills offers a variety of golf activities for the entire family to enjoy, including: men's golf, women's golf, couples golf, junior golf, a full-service pro shop and professional teaching staff. Members also enjoy the all-grass driving range, short game practice area, and putting greens.

The complete range of services and amenities is more than just a game or a meal - being a member at Green Hills is a way of life. In addition to their championship golf course and pristine clubhouse, Members enjoy fine and casual dining, extensive social activities, junior programs, and recreation for the whole family, including tennis, fitness, and swimming facilities.

GHCC Mission Statement:

Green Hills Country Club is a private, quality-oriented golf and social club dedicated to presenting a center of leisure activities to members, their families, and guests, in an atmosphere of camaraderie and fellowship.

### **GREEN HILLS COUNTRY CLUB BY THE NUMBERS**

- Approximately 523 Members in all categories
- Approximately \$10.1M Gross volume
- Approximately \$6.0M Annual dues volume
- Approximately \$4.8M Gross payroll
- Food and beverage revenue: \$2.6M
- 39% banquets/ 61% a la carte:
- 44% Food Cost
- Number of employees: Approximately 50 FT; 30 PT/seasonal
- Accounting and POS Software: Club essential
- Club status: 501c7 Non-profit

**GREEN HILLS COUNTRY CLUB WEBSITE:** [greenhillsgcc.com](http://greenhillsgcc.com)

### **CLUBHOUSE MANAGER – POSITION OVERVIEW**

The Clubhouse Manager (CHM) at Green Hills Country Club is responsible for the daily leadership and oversight of clubhouse operations, with a primary focus on food and beverage service. Reporting directly to the General Manager, the CHM plays a vital role in ensuring smooth, consistent operations and a friendly, responsive service environment. This hands-on leader will work closely with a dedicated team, setting the tone for a member-focused culture rooted in approachability, teamwork, and hospitality. Visibility, accountability, and strong interpersonal skills will be key to success in this role.

The ideal candidate will bring a proven background in food and beverage, team training, and operational management. The CHM will oversee all clubhouse departments and lead a committed team of long-tenured employees, helping to further develop their skills and support their professional growth. Green Hills is proud of its down-to-earth and welcoming culture—where members and staff often feel like extended family—and the next CHM should naturally embody that spirit. Just as important, the CHM must demonstrate executive presence and the ability to lead with a firm yet diplomatic approach—confidently making sound decisions, including the ability to say “no” when needed, while offering thoughtful alternatives that align with the Club’s values and standards. A collaborative style, sincere engagement with members, and the ability to respond to feedback with professionalism and care are essential attributes for this leadership role.

#### **Direct Reports Include:**

- Executive Chef
- Maintenance & Locker Room Supervisor
- Bar Manager
- Events Manager
- Food and Beverage Supervisors
- Pool Supervisor
- Swim & Tennis Independent Contractors

### **INITIAL PRIORITIES OF THE NEW CLUBHOUSE MANAGER**

- Listen, learn, and observe. Become familiar with the culture, history, and traditions of the Club and get to know the team and the members.
- Gain the trust of the team members, as well as evaluate and continue to develop, train, and mentor the clubhouse team while promoting fairness and consistency within and upholding service standards.
- Continue to focus on delivering consistency and the highest quality in member experiences and service.

- Evaluate service standards and operational efficiency throughout the Clubhouse, ensuring that member expectations are being met and exceeded. Make changes as needed to enhance the member experience.
- Become familiar with and take ownership of the food and beverage and clubhouse operating budgets, ensuring that revenues and expenses are in line with projections while upholding standards of excellence and being a financial steward.
- Create a culture of empowerment and accountability amongst the team, while taking ownership of Clubhouse operations.
- Evaluate the organization structure and allocation of labor for the food and beverage department. Make recommendations to the General Manager for changes as needed.
- Partner with the General Manager to become familiar with club governance; embrace leadership of the House Committee and participate with the GM at the Board and other committee meetings as needed and required.

## **CANDIDATE QUALIFICATIONS**

- Outgoing and personable with excellent interpersonal skills.
- Charismatic, compassionate professional who truly enjoys the hospitality/ private club environment.
- Highly visible and engages with both members and staff.
- Team builder with experience in training, guiding, and maintaining staff.
- Possess especially strong communication skills, both verbal and written.
- Strong sense of accountability.
- Highly organized and detail-oriented.
- Demonstrated skills in food and beverage operations are essential.
- Possess excellent financial and budgeting skills.
- Proven business acumen.
- Proven experience with innovative and creative programming.
- Understanding and knowledge of club governance and membership is helpful but not required.
- Experience in managing in a union environment is beneficial.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- A bachelor's degree is preferred, with a focus on Hospitality Management.
- Substantial private club or hospitality experience will be considered in lieu of the degree.
- Industry certifications such as CCM are encouraged but not required.

## **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including association membership. *Salary Range: \$160,000 - \$185,000*

## **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Mr. Taz Venkataya , General Manager/Chief Operating Officer.** Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Green Hills Country Club and the San Francisco, CA area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible, but no later than Friday, July 25th. Candidate selections will occur late July, with the first Interviews expected in August and second interviews a short time later. The successful candidate should assume his/her role as soon as possible.**

**IMPORTANT:** Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – GREEN HILLS”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Alice Stevens: [alice@kkandw.com](mailto:alice@kkandw.com)

#### **LEAD SEARCH EXECUTIVE**

Marcie Mills, CCM

Search & Consulting Executive

**O:** 833-KKW-HIRE, ext. 716

**M:** 484-577-6762

[marcie@kkandw.com](mailto:marcie@kkandw.com)