



Hanover Country Club
200 East Water St.
Abbottstown, PA 17301
manager@hanovercc.com

Clubhouse Manager

Hanover Country Club, located in Adams County, PA, has 420 members, featuring 18 holes of golf, a brand new Aquatics/Pool facility, Tennis/Pickleball courts and more. Founded in 1923, it is a private members' club known for its exceptional service, timeless atmosphere, and bespoke experiences. The Club is currently restructuring, bringing in 90 new members since November, 2024.

We are seeking a polished and proactive Clubhouse Manager to oversee the Clubhouse and \$1.0 M Food & Beverage operations, with focus on club events and private functions — from solicitation and client relationship management to execution and team leadership.

Position Summary:

This is a hands-on position with high member visibility, ideal for a hospitality professional with club management, team building and member engagement experiences. Responsible for creating and executing a seamless, high-quality food and beverage experience within the clubhouse with a special emphasis on banquets and events. This role oversees day-to-day clubhouse operations, leads and develops staff and works closely with members and external clients to plan, coordinate and deliver memorable events. Plans, implements and monitors departmental budgets. Applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded.

Key Responsibilities:

- Ensure all members and guests receive exceptional service in alignment with club standards and brand values.
- Continually develop quality and image of club Food & Beverage outlets. Utilize a “plus it by one” mentality, continually improving the food service quality in all outlets.
- Greets members and guests by their name and oversees member & guest service.
- Promotes, advertises and markets the club’s social event facilities and capabilities to all members.
- Serve as primary point of contact for all banquet and event inquiries—from initial proposal through execution and post-event follow-up.
- Interacts with the community attending civic organizational meetings (ie. Chamber of Commerce.)
- Collaborate with members to develop event concepts, menus and details.
- Coordinate logistics including room setups, audiovisual requirements, staffing levels and vendor deliveries.
- Creates and distributes all in-house banquet event orders (BEOs), floor plans and set-ups to guide staff and ensure accuracy.
- Checks function sheets against actual room setup; oversees personnel scheduling for special functions and help supervise F&B service personnel, serving as MOD.
- Works with the Executive Chef to determine selling prices, menus and other details for catered events; oversees the development of contracts; assures that pre-planned banquet menu offerings are current and reflect general member interests.
- Maintain inventories for China, Glass & Silver. Oversee Food & Liquor inventories are performed accurately.
- Works in tandem with Executive Chef and Front of House Managers ensuring proper service throughout all facilities.



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Ideal Candidate Profile:

- 3–5 years' experience in food & beverage management with focus on event sales and banquet operations, preferably within a luxury hotel or private club.
- Strong background in hospitality food & beverage management, sales and client service.
- Impeccable attention to detail with exceptional organizational and communication skills.
- A polished, professional demeanor and member-first mindset.
- Experienced in training and managing front-of-house teams
- Proficient in event management software (Clubessential) and CRM tools
- Has a good understanding of computer software (Excel, Powerpoint, Teams, etc.)
- Flexible schedule, including availability on evenings and weekends as required

What We Offer:

- Salary is commensurate with experience but expected between \$70-\$85K per year
- Health, Dental, Life & ADD insurance, 401K with matching contribution.
- A refined and collaborative workplace culture
- Opportunities for growth and professional development

Interested individuals are encouraged to send a cover letter and resume to manager@hanovercc.com

A complete job description is available during the interview process.