



General and Clubhouse Manager for Monroe Golf Club (f/k/a Monroe Country Club)

Scope of Position:

The General and Clubhouse Manager serves as General Manager and Chief Operating Officer of the club; manages all aspects of the club, including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies, as defined by the Board of Directors. Develops operating policies and procedures and directs the work of all department managers. Secures and protects the club's assets, including facilities and equipment. Ensures maximum member and guest satisfaction;

Duties and Responsibilities include:

- Implements and monitors the club's budget, overseeing the quality of products and services;
- Monitors financial statements, reviews income and expenses and reports status monthly;
- Gives recommendations to Monroe Golf Club Board of Directors for operating and capital budgets, policies, and maintains throughout the year
- Supervises the performance of all daily operations of Clubhouse and food and beverage operations, functions and services;
- Responsible for direction of all dining and bar activities, requiring knowledge of food preparation, bartending, food and beverage ordering, inventory controls, pricing, event management, and customer service;
- Certifies all Club and staff licenses and permits are current;
- Oversees regular maintenance and required repairs of Club facilities and equipment;
- Reports weekly to the Monroe Golf Club President, or designee.

Qualifications:

- Proven high-level managerial experience
- Excellent organizational skills
- Results driven and service oriented individual
- Ability to project the company brand in a professional and positive way, both externally and internally
- Comprehension of golf and banquet related events sales: weddings, fundraisers, club membership events, corporate functions, group outings
- Extensive knowledge of food and beverage operations for dining, pub and banquets
- Proficient with computers and programs such Microsoft Office, POS systems & QuickBooks, Social Media and website content updates

Location: Monroe, WI

Hours: Approximately 50 hours per week on average (varies by season)

Compensation: Competitive base salary commensurate with experience plus potential incentives; health plan participation available; 2 weeks paid vacation days; cell phone reimbursement for business use.

Apply by email to: ryan@strategicclubsolutions.com

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