# About Tuckaway Country Club

Tuckaway Country Club is a private, full-service, golf and country club is located in Franklin, WI. Our vision is to preserve the rich history that the membership has created over the years here at Tuckaway, while embracing the present and looking to the future. We strive to provide a positively unique and memorable experience through our PGA-caliber golf course, family-oriented swim and tennis programs, diverse selection of social events and superior dining. We are proud to have one of the finest Country Club staffs around. Here at Tuckaway, we are committed to Excellence and providing First Class Service.

# Position Summary

Reporting to the General Manager, the Assistant Clubhouse Manager is a key member of the management team and has the responsibility of supervising the food and beverage operation at the Club with a special focus on the beverage operation. The Assistant Clubhouse Manager also serves as the banquet and event planner for all Member-hosted and sponsored events. **This is a highly visible role and calls for an individual that is engaging with our membership, possesses a strong eye for detail, and can direct and assist staff in providing the highest standard of service to our Members.**

# Essential Duties

* Leads and assists front-of-house staff in their duties and ensuring that all staff members are working in a productive and efficient manner to ensure Member and guest satisfaction.
* Work with Clubhouse Manager to train and develop the skills, efficiency and effectiveness of the current staff.
* Schedule and plan all Member functions, produce BEO’s completely, direct and supervise the set up and execution of events, and update and communicate all information to staff and Members.
* Oversee bar ordering and monitors inventory to ensure efficient operations
* Produce bi-weekly front-of-house staff schedule based on anticipated business and upcoming functions.
* Update Club website
* An active member of the CMAA both locally and nationally and prioritizes continued education.

# Candidate Qualifications

* The ideal candidate will have at least 2 years of management experience in the private club - service restaurant, or hotel industry.
* Experience developing food and beverage staff.
* A passion for private clubs and continued education within the industry.
* A hands-on attitude regarding service and leadership.
* Excellent written and verbal communication skills
* Must be available to work days, evenings, weekends, and holidays.
* Associates or Bachelor’s degree preferred.
* Compensation commensurate with experience
* Event Commission
* Annual holiday bonus
* Benefits include:
  + Health, Dental, Disability and Life Insurance
  + Cell phone stipend
  + Education allowance
  + Lunch and Dinner daily

# Projected Start Date:

Immediate

# Application Closing Date:

September 30, 2020

Interested and qualified applicants should submit their resume and cover letter in confidence to: Jennifer Jacobi, CCM

General Manager, Tuckaway Country Club [jennifer@tuckawaycountryclub.com](mailto:jennifer@tuckawaycountryclub.com)