

**Bemidji Town & Country Club**

**Bemidji, Minnesota**

**Job Description:** Clubhouse (North Shore Grill) Manager

**The Club:** Nestled on the shores of Lake Bemidji, The Bemidji Town & Country Club (BTCC) was established in 1916. The BTCC is a Semi-Private, member-owned golf course that is home to over 400 members and is the site of the prestigious Birchmont Golf Tournament held annually in July as well as the Vandersluis Memorial Golf Tournament held each year over Labor Day weekend. In 2011, the Club hired Herfort-Norby Gold Course Architects to advise the BTCC of immediate needs and long term plans for improvement. The BTCC is proud of the food offerings from the North Shore Grill inside the Clubhouse and is delighted to host many Minnesota State High School League functions, Minnesota Golf Association events, and the site of the 2016 Minnesota PGA Professional Championship, to name a few. In 2021, there were nearly 30,000 rounds played. For more information on the Bemidji Town & Country Club, please visit www.bemidjigolf.com.

**Mission Statement:**

* Provide members and the community with the finest golf course and dining facility in a family atmosphere.
* Employ and retain quality employees.
* Strive to continue to improve the quality of the golf course and the club facilities.

**Position Purpose:**  The Clubhouse Manager is responsible for managing all aspects of the Clubhouse operations. They enhance the club culture by building and maintaining a strong team of individuals who provide superb customer service and anticipate the needs of our members and guests. The Clubhouse Manager is highly visible to members and staff in the dining areas of the club. They maintain contact with members and help to assure maximum member satisfaction. The Clubhouse Manager reports to the House Committee Chairperson

**Qualifications and Experience:**

* Five plus years’ experience in Food and Beverage.
* Qualified candidates have a 2 or 4 year degree with hospitality, business or management focus and/or requisite certification from the CMAA or PGA.
* Demonstrated experience in the areas of budget development, fiscal management, strategic planning and marketing is essential for this position.
* Excellent communication and organizational skills and the ability to interact well with guests and members.
* Ability to build and maintain member relationships.
* Strong work ethic.
* Experience in marketing is essential to promote the restaurant to the Club’s Membership and the community.
* Ability to work in collaboration with Catering & the Executive Chef to promote the Club’s dining facilities.

**Responsibilities & Duties:**

**Financial:**

* Develops an operating budget for the Clubhouse and after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained.
* Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized.
* Assists the Long-range and Strategic Planning Committees with long-range plans for improvements to the facilities and projections for financial and membership needs.
* Updates the Board via monthly reports regarding staffing and departmental expenses as they pertain to budget.

**Staffing:**

* Recruit, interview, and hire all Clubhouse employees.
* Supervise and manage all persons working in the Clubhouse.
* Provide staff meetings to communicate to the staff upcoming events or plans for course maintenance. Document these meetings.
* Assures that effective orientation and training for new staff and professional development for experienced staff are planned and implemented.

**Other Essential Functions:**

* Increase levels of food quality and enhance overall ambiance of member dining experiences.
* Helps plan and approves internal marketing promotion activities for the food and beverage services.
* Attends House Committee meetings and ensures integration and coordination of all social events.
* Attends, as needed, Long-range Planning and Finance Committee meetings.
* Prepares a monthly written report to be included as part of the agenda for the Board of Director meetings.
* Attends the monthly Board meetings.
* Manages the overall operation of the Clubhouse.
* Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met.
* Establishes quantity and quality output standards for personnel working in the Clubhouse.
* Develops and implements policies and procedures for food and beverage services.
* Assists in planning and implementing procedures for Club events.
* Helps develop wine lists and bottle/glass wine sales promotion programs.
* Develops new and innovate ways to stimulate Clubhouse events and utilization of dining services.
* Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
* Approves all product invoices before submitting to the Business Office Manager for payment.
* Maintains records of special events, house counts, food covers and daily business volumes.
* Works in collaboration with other BTCC Managers to support and promote the Club.
* Attends weekly meeting with other BTCC Managers

**Safety:**

* Assists in the planning of facility improvements, construction and repair; assures preventive maintenance planning and execution.
* Ensures that staff are trained regarding the proper use of personal protective equipment in each area of operation. Document the training in each area. Our goal is zero workers compensation claims.

**Salary:** Salary will be based upon the candidate’s qualifications and experience and is commensurate for an organization of the BTCC’s size.

**Benefits:** See Bemidji Town & Country Club Employee Handbook.

**Incentive/Bonus:** Discretionary based upon the financial performance of the Clubhouse operations.

**Position Information:**

* Posted: January 21, 2022
* Position Open Until Filled

**Application Process:**

* Submit a letter of interest, resume, and three professional references as a Microsoft Word file or as a pdf file with your first and last name in the file name to the BTCC Search Committee at [jane@bemidjigolf.com](mailto:jane@bemidjigolf.com) by February 18, 2022.