



## *Bloomington Country Club*

### **Clubhouse Manager**

#### **Position Overview:**

Responsible for all food and beverage service for the club. Directly supervise the Beverage Manager, Dining Room Managers (assistants), Cabana Manager, Events Coordinator and managers of all other outlets such as snack bars, beverage carts, banquet outlets, front desk, housekeeping, etc. Hire, train and supervise subordinates and apply relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded. The primary emphasis is to hire, orient, train and motivate all service and beverage staff to excel through above-and-beyond service to the membership.

#### **Key Responsibilities:**

- Supervises all food & beverage outlets and banquets.
- Assumes closing manager or manager on duty responsibilities when necessary
- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented in conjunction with other outlet managers.
- Assures that all standard operating procedures for revenue and cost control are in place and consistently utilized
- Helps plan and approves external marketing and sales promotion activities for the food and beverage department
- Helps plan and approve the organizational chart, staffing and scheduling procedures and job description/specifications for all department staff
- Manages the long-range staffing needs of the department
- Establishes quantity and quality output standards for personnel in all positions within the department
- Ensures that all legal requirements are consistently adhered to including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages
- Researches new products and develops an analysis of the cost/profit benefits
- Maintains food and beverage personnel records
- Develops and implements policies and procedures for food and beverage departments
- Consults with the Executive Chef, Director of Events, and other applicable club administrators daily to help assure the highest level of member satisfaction at minimum cost
- Greets members/guests and oversees actual service on a routine, random basis
- Develops on-going professional development and training programs for service and bar production/service personnel
- Ensures correct handling procedures to minimize china and glassware breakage and food waste
- Addresses member and guest complaints and advises the General Manager about appropriate corrective actions taken
- Develops interesting ways of promoting club functions in the dining rooms, lounge, patios, cabana and other outlets
- Serves as an ad-hoc member of appropriate club committees
- Works in conjunction with the Director of Events and Assists in planning and implementing procedures for special club events and banquet functions
- Maintains appearance, upkeep and cleanliness of all food and beverage equipment and facilities
- Monitors employee dress codes according to policies and procedures
- Approves all product invoices before submitting to the accounting department
- Manages physical inventory verification and provides updated information to the accounting department

- Responsible for the proper accounting and reconciliation of the Point of Sale systems and member revenues
- Maintains records of special events, house counts, food covers and daily business volumes
- Ensures that an accurate reservation system is in place
- Audits and approves weekly payroll
- Develops an operating budget for each of the department's revenue outlets in conjunction with General Manager; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
- Be extremely proficient with Jonas point of sale system
- Maintain inventories of china, glass, silverware
- Helps plan and approve all service staffing and scheduling, along with procedures and job descriptions for departments
- Consults daily with Executive Chef, Bar Manager, Events Coordinator and other department managers to help assure the highest level of member satisfaction at minimum cost
- Checks party sheets against actual room setup; oversees personnel in the setup and service of member and private events
- Coordinates any special requests, including dietary needs, with the Executive Chef

### **Qualifications:**

- Bachelor's degree in Hospitality Management, Business Administration, or related field preferred.
- 5–7 years of progressive food and beverage management experience, with at least 3 years in a supervisory role in a private club, fine dining, or high-end hospitality setting.
- Prior country club or private club experience highly desirable.
- Strong knowledge of front-of-house operations, service standards, cost controls, inventory, and P&L accountability.
- Expertise in menu collaboration, beverage programs, and POS systems (Jonas Preferred).
- Exceptional leadership, communication, and interpersonal skills; ability to build and motivate teams.
- Professional demeanor, poise under pressure, and commitment to member-focused service.
- Knowledge of health/safety regulations, alcohol service laws, and compliance standards.
- Food safety certification (e.g., ServSafe) and Illinois Basset Certification

### **Benefits:**

- Bloomington Country Club offers a competitive salary and a comprehensive benefits package including:
  - Medical & Dental
  - Simple IRA Retirement Plan
  - Life Insurance
  - Paid Time Off
  - Complimentary Employee Meals
  - Annual Performance Bonus
  - Limited Club Privileges
  - CMAA Dues / Education Allowance

### **Equal Opportunity Employer**

### **How to Apply:**

- Interested candidates should send resumes and cover letter to: Nathan Johnson General Manager  
Bloomington Country Club

Email: [njohnson@bloomcc.com](mailto:njohnson@bloomcc.com)

Bloomington Country Club

Attention: Nathan Johnson

605 Towanda Ave

Bloomington, IL 61701