



The Milwaukee Club

706 NORTH JEFFERSON STREET
MILWAUKEE, WISCONSIN 53202
Telephone: 276 0590

The Milwaukee Club
General Manager / COO

Overview:

Founded in 1882, The Milwaukee Club is Milwaukee's Premier Business & Social Club. Housed in its Daniel H. Burnham designed Victorian style clubhouse, The Milwaukee Club is said to be the oldest city club in its original clubhouse west of the Allegheny Mountains.

The Milwaukee Club serves breakfast, lunch and dinner Monday-Friday and is available for larger groups by special arrangement on weekends. The clubhouse consists of 9 private dining rooms of various sizes the largest of which can accommodate up to 100 guests. Other rooms include the Tavern, Main Dining Room and Alfred's Pub. The clubhouse has been meticulously maintained with ongoing attention to issues as they arise. The current General Manager will be retiring after 30 years in his position. Three of the most recent General Managers account for nearly 100 years of tenure.

Position Description:

The General Manager Reports to the Club President and Board of Directors. He/She supervises the Dining Room Manager; Beverage Manager; Controller; Facilities Superintendent; Executive Chef; Administrative Assistant. The General Manager serves as 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 its Board of Directors and monitors the budget, the quality of the club's products and services and ensures maximum Member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment.

Job Duties and Responsibilities:

- Implements general policies established by the Board of Directors; directs their administration and execution.
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
- Coordinates the development of the club's long-range and annual (business) plans.
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.

- Welcomes new club members; “meets and greets” all club members as practical during their visits to the club.
- Provides advice and recommendations to the President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets.
- Consistently ensures that the club is operated in accordance with all applicable local, state and Federal laws.
- Oversees the care and maintenance of all the club’s physical assets and facilities.
- Coordinates the marketing and membership relations programs to promote the club’s services and facilities to potential and present members.
- Ensures the highest standards for food, beverage, recreation, entertainment and other club services.
- Establishes and monitors compliance with purchasing policies and procedures.
- Reviews and initiates programs to provide members with a variety of popular events.
- Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. reviews income and costs relative to goals; takes corrective action as necessary.
- Attends meetings of the club’s Executive Committee and Board of Directors.
- Participates in outside activities that are judged as appropriate and approved by the Board of Directors to enhance the prestige of the club; broaden the scope of the club’s operation by fulfilling the public obligations of the club as a participating member of the community.
- Serves as liaison between all management staff and the board.
- Coordinates inter- and intra-committee activities.
- Prepares reports and other support material for committee and board use.
- Negotiates and recommends board approval for contracts.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Directs purchasing, receiving, storage, issuing, preparation and control of all products, supplies and equipment.
- Ensures proper cleanliness and sanitation of all club facilities and environments.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- Draft and submit an annual operating budget to the Board for its approval.
- Conduct annual performance / compensation reviews for department heads and support staff.
- Work with standing committees including: Executive, Finance, Audit, House, Membership, Events and any other special committees.
- Obtain bids for and oversee Capital Improvement projects.
- Maintain high standards for all facilities, services and communications.
- Monitor and insure Member satisfaction.
- File for and maintain all required permits and licenses.
- Act as the clubs agent in all appropriate situations.

Candidate Qualifications:

Education

- A degree in Business, Restaurant or Hospitality Management is preferred.
- Industry accreditations (i.e. CMAA, NCA), are not required but we encourage their submission along with any continuing education programs you have completed.

Experience

- Possess a minimum of 5 years of progressing experience in a private club environment and 2 years in a high-level management role.

Competencies

- Have superior member service skills and the ability to maintain poise under pressure.
- Comprehensive knowledge of food and beverage operations in an upscale environment.
- Excellent communication skills both written and verbal, must also be able to communicate to the Board of Directors and staff in an effective manner.
- Excellent time management and organizational skills with a willingness to invest the time necessary to excel.
- Conduct oneself with good moral and ethical practices in both your professional and personal dealings.

Compensation and Benefits

Competitive Salary Commensurate with Experience

Performance Bonus

CMAA Membership

Health Insurance

Dental Insurance

Short and Long Term Disability Insurance

Life Insurance

Participation in the Club's 401 (k) Plan

Paid Time Off

On-Site Parking

Interested applicants should submit their resume, cover letter and references to:

James T. Barry

The Milwaukee Club

706 N. Jefferson St.

Milwaukee, WI 532020