



Rockwell Springs Trout Club - Clyde, OH

Job Title

Clubhouse Manager

Reports to: General Manager

Direct Reports: AM Kitchen Supervisor, PM Kitchen Supervisor, service staff, bartenders, Lead Housekeeper

Classification: Salary Exempt expected 5-days a week 40-50 hours per week

Brief Description

Rockwell Springs Trout Club (RSTC) is a 125-year-old private fly-fishing club located in Clyde, Ohio and sits on 125 acres of property. RSTC offers its 975 members, from across the country, trout fishing on 3 miles of spring fed stream, owns and operates its own fish hatchery, provides a relaxing atmosphere for indoor and outdoor dining, and 18 overnight rooms for member rental.

Rockwell Springs is a small, slower paced operation with peak staff, in all departments, of 38 people. The Club is open year-round fluctuating the number of open days depending on the season (5, 6, or 7 days a week). Food and Beverage staff fluctuates from 11 to 20 people seasonally.

The **Clubhouse Manager** oversees all food and beverage services within the Club, including the daily operation of the Bar, Dining Room, and all banquet services. Responsibilities include overall oversight of the FOH operation which includes hiring, scheduling, training, employee development, budgeting, and bar operations.

The Clubhouse Manager is an advocate and ambassador of excellent member service. They have a strong, highly respectful, and visible presence within the membership, is an excellent communicator, and possesses a strong work ethic. Candidate must be able to communicate these expectations to their staff in a constructive and positive manner while carrying out high level member services.

Job Summary

Service Leadership Responsibilities

- An active recruiter of staff who enjoys developing and building a strong service team and leading them to membership satisfaction outcomes.
- Oversees team of bartenders, service staff, kitchen staff, and housekeeping staff.
- Oversight of standards; appearance, hospitality, service, and cleanliness of the clubhouse facilities.

- Responsible for interviewing with the HR Manager and appropriate department supervisor.
- Hiring, teaching, and training all FOH personnel and housekeeping staff.
- Conduct and oversee training programs for food service personnel on various issues including service techniques, knowledge of menu items, specials, sanitation, proper storage, dating & labeling all perishables and conflict resolution.
- Ensure operational adherence to, and compliance with all health, safety, liquor consumption, and all other food and beverage regulations.
- Maintain the Jonas point of sale beverage operation and assist the kitchen supervisors in maintaining the point of sale for the food operation.
- Be a positive and enthusiastic motivator for all food and beverage personnel.
- Work with Kitchen Staff in making sure FOH staff is knowledgeable on all menu items and specials.
- Responsible for the physical building including dining room, bar, fireplace room, TV room, Conant Room, and, kitchen. This includes all outdoor dining areas and patios to ensure overall appearance is 'member ready' in both appearance and service.
- Help plan member events in coordination with Club calendar and event policies, such as, no weddings.
- Complete all objectives and projects in a timely basis as assigned by the General Manager.
- Complete annual performance reviews for all FOH staff.
- A focused and consistent evaluator of personnel, ensuring that standards of conduct are met.
- Demonstrates consistency when upholding Club policies and standards including documenting tardiness, absenteeism, uniforms, and any staff issues, as described in the employee handbook.
- Responsible for Clubhouse cleanliness and oversees a housekeeping staff of 2-4 people.

Financial Management

- Operate the F&B Department within established financial guidelines set forth by the General Manager in accordance Board of Directors.
- Work and assist General Manager in creating annual food and beverage budget, forecasting, cost controls and monthly reporting as needed.
- Monitors payroll and operational expenses.
- Approves schedules for all front of house employees in coordination with operational budget and needs.
- Evaluate/uphold FOH department policies and procedures (purchasing, receiving, inventory control, cash control, etc.). Monitor compliance as needed.
- Responsible for the management of all beverage inventories.
- Cultivate relationships with all beverage industry vendors and distributors.
- Maintain a dynamic beverage program including beverage menus, inventories, events, and promotion of each.

Educational Requirements

A degree in Hospitality Management is preferable plus 3-5 year minimum of Food & Beverage management experience at a club or industry equivalent is preferred. This person must be or working toward Serve Safe food and alcohol certification.

Salary is open and commensurate with qualifications and experience.

Starting range \$50,000-65,000 with annual increases and bonuses

Date Position Available

Open

Other Benefits

Health/Dental/Vision Insurance

Life Insurance

PTO

401K plan and company match

Daily free meal

Paid Holidays Off (Christmas Eve, Christmas Day, New Year's Eve, New Year's Day)

Generally, expect a 5-day work week with hours per week between 40-50hrs per week.

All inquiries can be sent to:

Jake Smith, General Manager

rstcmgr@rockwellspringstroutclub.com

(419) 684-5339