



## THE CAMARGO CLUB

8605 SHAWNEE RUN ROAD  
CINCINNATI, OHIO 45243

**Job Title:** Assistant Clubhouse Manager

**Location:** The Camargo Club, Cincinnati, Ohio

**Position Type:** Full-Time

**Reports To:** Clubhouse Manager

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### About Us:

The Camargo Club is a prestigious, member-only club known for its top-tier amenities, exceptional service, and luxurious facilities. We pride ourselves on creating a welcoming and exclusive environment for our members, offering world-class dining, recreational activities, and social events. We are currently seeking a dedicated and experienced Assistant Clubhouse Manager to join our team and contribute to the excellence of our clubhouse operations.

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### Job Summary:

The Assistant Clubhouse Manager plays a vital role in delivering an exceptional member experience at The Camargo Club. This position supports the Clubhouse Manager in overseeing the full scope of clubhouse operations, including food and beverage service, member events, staff supervision, and facility upkeep. The role demands a hands-on, service-driven leader who thrives in a fast-paced, member-focused environment.

The Assistant Clubhouse Manager will work closely with all departments to ensure smooth daily operations while maintaining the club's high standards of service, hospitality, and presentation.

This individual will help develop and lead a motivated team, foster strong relationships with



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members, and uphold the culture and traditions of one of the region's most prestigious clubs. A keen attention to detail, strong organizational skills, and a proactive approach to service are essential.

The ideal candidate is experienced, personable, energetic, and committed to providing thoughtful, anticipatory service. Flexibility in scheduling—including nights, weekends, and holidays—is required, as is a willingness to lead by example and support the team wherever needed.

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### **Key Responsibilities:**

- Assist the Clubhouse Manager in the day-to-day management of clubhouse operations, including dining services, events, and member services
  - Supervise and train clubhouse staff, fostering a positive and professional work environment
- Ensure all clubhouse areas are maintained to the highest standards of cleanliness and organization
- Collaborate with the Clubhouse Manager to plan and execute events, ensuring all details are meticulously managed
- Handle member inquiries and concerns with professionalism and a focus on outstanding service



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- Monitor inventory levels and coordinate with suppliers to ensure timely and accurate deliveries
    - Assist in budget preparation and financial management, ensuring cost-effective operations
  - Implement and uphold club policies and procedures, ensuring compliance by all staff and members
  - Maintain open and effective communication with all departments to ensure seamless operations
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### **Qualifications:**

- Minimum of 2 years of experience in a similar role within a luxury or high-end hospitality environment
    - Strong leadership and team management skills
    - Excellent communication and interpersonal skills
    - Detail-oriented with a strong focus on service excellence
  - Ability to work flexible hours, including evenings, weekends, and holidays
    - Experience with hospitality management software
  - Proven ability to manage multiple tasks and prioritize effectively
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### **Preferred Personality Traits:**

- Energetic and enthusiastic, with a passion for hospitality
  - Friendly and approachable, creating a warm environment for members and staff
    - Hardworking and dependable, with a strong sense of responsibility
      - Professional and poised under pressure
  - Collaborative and team-oriented, with a willingness to lead by example
    - Proactive and solution-focused, with a can-do attitude
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### **What We Offer:**

- Competitive salary and benefits package
    - Medical and dental insurance
  - 401(k) plan with employer contributions
    - Professional development allowances
  - Coverage of educational dues and other approved job-related expenses
    - Opportunities for career growth and advancement
    - A dynamic and supportive work environment
  - The chance to work at one of the most prestigious country clubs in the region
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### **Application Process:**

Interested candidates are invited to submit their resume and a cover letter outlining their relevant experience and qualifications to [eluciano@camargoclub.com](mailto:eluciano@camargoclub.com).

The Camargo Club is an equal opportunity employer and welcomes applications from all qualified individuals.