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## **CLUBHOUSE MANAGER POSITION**

Springfield Golf & Country Club, 8301 Old Keene Mill Road, Springfield, VA 22152

### **JOB DESCRIPTION**

#### **Overview:**

Something special is happening at Springfield Golf & Country Club, and we're inviting a passionate leader to join us. On 157 acres near D.C., we generate \$13 million annually, including \$4 million in food & beverage. As Director of Food & Beverage, you'll partner with our Executive Chef to elevate member dining. You'll lead a team of 20–30, flexing seasonally, across banquet, lounge, dining rooms, and more. Reporting to the Assistant GM, you'll oversee the catering director and dining managers.

Your responsibilities: uphold and evolve our core service standards—our pillars of excellence. Manage budgets, drive event execution, and ensure member satisfaction. You'll mentor staff, foster growth, and bring a passion for continuous improvement. We offer health benefits, PTO, a SIMPLE IRA, and CMAA membership. If you're ready to grow with us—apply now and help keep Springfield's momentum going strong!

#### **Duties and Responsibilities:**

- Develop and implement strategic plans for food and beverage operations that align with organizational goals and elevate guest satisfaction.
- Oversee daily restaurant, catering, banquet, and food service activities, ensuring seamless coordination across departments.
- Ensure compliance with all food safety regulations, sanitation standards, and dietary requirements, while maintaining rigorous food-handling procedures.
- Manage inventory control, procurement processes, menu development, and cost management to optimize profitability without compromising quality.
- Coordinate shift management schedules to ensure adequate staffing levels during peak times and special events such as banquets or catering functions.
- Maintain excellent customer service standards by addressing member feedback promptly and implementing continuous improvement initiatives.
- Monitor operational metrics regularly to identify opportunities for efficiency improvements and revenue growth.

### **Leadership & Talent Development Skills**

- Hard and soft skills that inspire teamwork, accountability, and continuous learning among staff members.
- Ability and desire to help set new standards for excellence in foodservice.
- Bring your culinary passion and leadership prowess to create unforgettable experiences for our members and guests.
- Advance your career in a vibrant hospitality environment where innovation thrives.
- Must be able to work a flexible shift that includes early mornings, nights, weekends, holidays, split shifts, and/or extended shifts. Often working nights, weekends, and holidays.
- Regularly serve as the Manager on Duty.
- Perform additional duties as assigned by the General Manager.

### **Other Skills & Abilities**

- Proven management skills with a strong background (3 to 5 years) in food service management, restaurant management, kitchen management, and hospitality leadership.
- Supervising experience with the ability to lead large teams effectively while fostering a positive work environment.
- Deep understanding of food safety protocols, dietary considerations, catering logistics, and banquet operations.
- Excellent customer service skills with a focus on creating memorable member experiences through attentive service delivery.
- Strong organizational skills in shift management, inventory control, and operational planning within the food industry.
- Knowledge of culinary trends, including coffee expertise such as barista skills or specialty beverage creation, is highly desirable.

### **Compensation, Benefits, & Hours:**

- Competitive salary commensurate with experience, education, skills, and training. Salary Range \$85,000 - \$95,000. Holiday Bonus.
- Benefits: Parking, Medical, dental, vision, 401K retirement plan, paid vacation and personal/sick days, holiday bonus, life insurance, and family meals.
- CMAA and MACMA Dues, along with a continuing education allowance.

### **Club Overview**

For over 60 years, Springfield Golf & Country Club has been a haven for members and their families to gather, relax, and enjoy the finest in country club amenities and social events.

From the golf course to the tennis courts, the pool to the patio, we pride ourselves on providing a holistic experience to our member community.

Membership at Springfield Golf and Country Club is a year-round community experience. We pride ourselves on offering a variety of high-quality events and amenities for everyone, from young professionals to seniors. If you play golf, tennis, or pickleball, there are an abundance of leagues, teams, and programs to enjoy. Even if you aren't sporty, you'll find yourself enjoying our bustling social calendar, member restaurant, and the welcoming environment that greets you as soon as you walk through the door. Both our social calendar and sports programs include offerings for juniors and adults, so there is truly something for the whole family!

**Candidates:** Please send your resume to [brian@barmstrongconsulting.com](mailto:brian@barmstrongconsulting.com)

**Brian Armstrong, Principal**

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