



Assistant General Manager – Brook-Lea Country Club

Brook-Lea Country Club, a private Donald Ross–designed club, seeks a hands-on Assistant General Manager to lead daily operations and deliver an exceptional member experience.

Detail	
Position	Assistant General Manager
Location	891 Pixley Road, Rochester (Gates), NY 14624
Employment type	Full-time, year-round, exempt
Reports to	General Manager / COO
Start date	December 1, 2026 (flexible)

About Brook-Lea Country Club

Founded in 1926, Brook-Lea is one of the Rochester area's most storied private clubs. It was started by members from Oak Hill and Rochester's 19th Ward who wanted a true country club in rural Gates.

The club's 18-hole, par-72 championship course was designed by Donald Ross, with Little Black Creek winding through several holes. Members also enjoy a full practice facility, clubhouse dining, and a busy calendar of social events and private functions.

We are a member-owned club built on tradition, hospitality, and community, and we're looking for a leader who will help carry those values into our next century.

The Role

The Assistant General Manager is the General Manager's right hand in the clubhouse. You will oversee food and beverage, events, and front-of-house operations, coach department heads, and step in to lead the club whenever the GM is away.

This role suits a polished, energetic hospitality professional who loves being on the floor with members and staff, and who is ready to grow toward a General Manager position.

Key Responsibilities

Member experience

- Be a consistent, visible presence in the clubhouse, getting to know members and their families by name
- Respond to member feedback quickly and follow through to resolution
- Uphold the club's standards of service, dress, and etiquette

Operations leadership

- Oversee daily clubhouse operations, including dining rooms, bars, banquets, pool, and front desk
- Lead, schedule, and develop department managers and a large seasonal team
- Recruit, train, and retain staff; build a culture of accountability and pride
- Act as Manager on Duty and lead the club in the General Manager's absence

Food, beverage, and events

- Partner with the Clubhouse Manager and Banquet Manager to deliver seamless dining, banquet, and event service
- Assist with member events, tournaments, weddings, and private functions
- Manage beverage programs, inventory controls, and vendor relationships

Financial and administrative

- Help prepare and manage departmental budgets; monitor labor and cost of goods
- Review financial reports and recommend actions to meet targets
- Ensure compliance with health, safety, liquor (NYS SLA), and labor regulations
- Support committees and the Board with reports and presentations as needed

Qualifications

Required

- 5+ years of progressive hospitality management experience, with at least 2 years in a private club, resort, or upscale restaurant
- Strong food and beverage and event operations background
- Proven ability to lead, train, and motivate diverse teams
- Working knowledge of budgeting, P&L management, and cost controls
- Excellent communication skills and a polished, approachable presence
- Flexibility to work evenings, weekends, and holidays, especially during the golf season
- NYS Alcohol Training Awareness Program (ATAP) and food safety certification, or willingness to obtain

Preferred

- Bachelor's degree in hospitality, business, or a related field
- Club Management Association of America (CMAA) membership or progress toward CCM/CCE certification
- Experience with club management software (e.g., Jonas, Northstar, or Clubessential)

Compensation and Benefits

- Salary range: **\$68,000 – \$75,000** per year, based on experience, plus performance bonus
- Health, dental, and vision insurance in accordance with club policy
- 401(k) retirement plan [with employer match] after 6 months
- Paid time off in accordance with club policy
- Meals while on duty
- Professional development support, including CMAA dues and education
- Golf privileges

How to Apply

Please send your resume and a cover letter describing your club leadership experience to **Mario Gatti, General Manager/COO** at **mgatti@brookleacc.com** with "Assistant General Manager" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Email applications only. Please do not call the club directly.

Brook-Lea Country Club is an equal opportunity employer. We value diversity and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.