



Midvale Country Club

General Manager / Chief Operating Officer

Position Description

The General Manager at Midvale Country Club will be responsible for the management of all aspects of the Club including its activities and the relationships between the Club and its members, guests, employees, and community. The General Manager will direct the work of all department managers, draft, implement, and monitor the budget, manage all Club operations, and be responsible for the quality of the Club's products and services to ensure maximum member, guest and team satisfaction.

Why Midvale?

- Full, active and dedicated membership of approximately 400
- Just completed a \$3M investment in the clubhouse, course and swimming area
- Strong current financial position with continued projected growth
- Best value in Rochester for quality of course and cost of membership
- Soon to celebrate our 100th anniversary

What's in it for you?

- Compensation package to include a base salary of \$150,000–\$200,000, plus the opportunity to earn a performance-based bonus tied to the achievement or exceeding of established metrics.
- Club contributes towards healthcare benefits and offers Paid Time off and 401k program
- PGA or CMAA dues and local conferences paid
- Family Club privileges
- Meal & merchandise discounts
- Possible Relocation Assistance

About the role

- Ensures Club operations are providing a first-class level of service for the best member/guest experience possible. Represents the Club in a positive, professional, and exuberant fashion at all times.
- Serves as chief operating officer and oversees all aspects of the Club. This includes the relationship with its Board of Directors, members, guests, and our team. The GM/COO is responsible for providing Club leadership to achieve overall performance expectations and objectives to meet the Club's vision and goals set by the Board of Directors.
- Hires, manages and develops department heads according to Club guidelines, including the food and beverage manager, executive chef, golf course superintendent, head golf professional, and all other department heads. Our COO will meet with department heads on a regular basis to ensure departments are performing to stated goals. Mentors and monitors our team to ensure exceptional member/guest service that rivals any club in our district.



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- Accountable for developing and managing the Club's budget; monitors revenues and expenses of the Club and generates weekly/monthly revenue reports; effectively manages and ensures that the daily financial needs for the Club are timely met.
 - Ensures payroll information is processed and submitted timely and accurately for the Club, including maintaining and managing all employee files and records. Ensures all Human Resources, payroll, administrative and reporting requirements set by the Club are completed timely and accurately. Enforces comprehensive safety programs for team, members, and guests in compliance with local, state, and federal laws.
 - Ensures proper billing/invoicing of all Club memberships, activities and functions; monitors accounts receivables to ensure collection of payments. Negotiates agreements with suppliers. Manages compliance with the terms of purchasing agreements and vendor contracts. Consistently ensures that the Club is operated in accordance with all applicable local, state, and federal laws.
 - Develops Club marketing plan and oversees the implementation of the plan on regular basis.
 - Responds to the needs of the membership. Responsible for program development and addressing general customer service requests.
 - Develops, maintains, and disseminates a basic management philosophy to guide all Club personnel toward optimal results, team morale and member/guest satisfaction.

About you (Required)

- 3+ years of private Club leadership experience
- 5+ years of experience with direct P&L oversight of at least \$2M annually
- 3+ years of successfully creating and delivery on Club budgetary responsibilities
- 5+ years of experience managing and developing staff
- Experience with managing legal requirements applicable to the Club and Human Resources
- Excellent communication and interpersonal skills
- Ability to elevate the level of member/guest experience by truly getting to know the membership by name

About you (Preferred)

- Bachelor's degree in business management or hospitality
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Experience with Club Management Software (Midvale uses Jonas)

Timeline

- We will be accepting applications through September 30th, 2026
- There will be flexible with the start date to provide an acceptable notice for your current club