



Bob O'Link Golf Club

Assistant General Manager

Bob O'Link Golf Club | Highland Park, Illinois

About Bob O'Link Golf Club:

Founded in 1916 and located on Chicago's North Shore, Bob O'Link Golf Club is a distinguished private golf club known for its exceptional golf experience, rich traditions, outstanding course conditions, and commitment to personalized member service.

The Club offers a golf-centered environment where excellence, discretion, attention to detail, and genuine hospitality are central to the member experience.

Position Summary:

Bob O'Link Golf Club is seeking an experienced, highly motivated, and service-driven Assistant General Manager to join its leadership team. Reporting directly to the General Manager, the Assistant General Manager will play a key role in supporting daily Club operations, member services, food and beverage, staff development, financial performance, and overall service excellence.

This is a highly visible, hands-on leadership position for a polished and approachable hospitality professional who thrives in a high-expectation private club environment.

Key Responsibilities:

- Work directly with the General Manager to support daily Club operations and strategic priorities.
- Maintain a visible and engaged presence throughout the Club.
- Champion exceptional, personalized member and guest service.
- Support and oversee food and beverage, dining, events, and hospitality operations.
- Build strong professional relationships with members and respond promptly to feedback and concerns.
- Lead, coach, develop, and support department managers and frontline employees.
- Assist with recruitment, training, performance management, and employee engagement.
- Monitor labor, departmental expenses, budgets, forecasts, and operating performance.
- Work collaboratively with department leaders to improve service, efficiency, communication, and accountability.



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- Support member events, golf functions, private events.
- Ensure compliance with Club policies and applicable health, safety, liquor, and employment regulations.
- Assume appropriate operational leadership responsibilities in the General Manager's absence.

Ideal Candidate

The successful candidate will be a confident, polished, and approachable leader with:

- 4-5 years of progressive leadership experience in a private club, luxury hotel, resort, restaurant, or comparable hospitality environment.
- Previous experience as an Assistant General Manager, Clubhouse Manager, Director of Operations, Food and Beverage Director, or similar leadership role preferred.
- Strong knowledge of food and beverage and high-touch hospitality operations.
- Excellent leadership, communication, organizational, and relationship-building skills.
- Financial acumen, including budgeting, forecasting, labor management, and cost controls.
- A visible, hands-on leadership style and genuine passion for service.
- The ability to work evenings, weekends, holidays, tournaments, and special events as Club operations require.

What We Offer:

Bob O'Link Golf Club offers a competitive compensation and benefits package, professional development opportunities, and the chance to join a respected private club with a strong culture of tradition, service, and operational excellence.

How To Apply:

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications, leadership experience, and interest in the Assistant General Manager position.

Please send application materials via email to:

Elmer Evangelista

General Manager

elmer@bobolinkgolfclub.com