

Candidate Profile



Assistant Clubhouse Manager/Beverage Director

Miramont Country Club

Bryan, TX. www.Miramont.cc

Organization

Miramont Country Club is the vision of owner Donald Adam, and is among the country's unique private clubs embodying an elegant, upscale community with classic European architecture, championship golf and a wealth of family-oriented amenities. The Club's 330 Members enjoy outstanding facilities including a Robert Trent Jones, Jr. golf course ranking in the top 10 in Texas, a 93,000-square foot clubhouse offering a variety of dining and entertaining venues, 15 guest suites, a state of the art fitness center and swimming pool. The Club's members are among the nation's business and social leaders and share a great passion for Miramont.

Located in Bryan, TX, adjacent to College Station and Texas A&M University, Miramont is a community of beautifully designed family-friendly neighborhoods. The Club enjoys a unique relationship with the University, hosting various events for alumni and guests throughout the year. The Club is located within a two-hour drive to Houston and Austin, and within a three-hour drive to Dallas and San Antonio, where several out-of-town members reside.

Food & Beverage

With a variety of formal and informal dining offered throughout the year, annual food & beverage revenues are \$1.7M, with 60 percent of sales coming from a la carte member dining. The Club offers a formal dining room (open four nights per week), two casual member dining rooms (open six days/nights per week) and indoor and outdoor banquet spaces.

Miramont offers a robust wine program to its membership including a 400+ selection wine list, Riedel stemware, themed dinners and events and a "Cru" Wine Program which offers unique food and wine events throughout the year. Annual wine sales are approximately \$312,000, which includes retail wine sales of approximately \$90,000. Wine sales account for 60 percent of the Club's total beverage sales.



Position Overview

Responsible for the general operation of staff functions relating to Clubhouse operations as directed by the Clubhouse Manager. Responsibilities include overseeing operations in food and beverage, housekeeping, maintenance and repair, security, pool and locker rooms, concierge/reception and the internship program. Responsible for operation of all aspects of the clubhouse in the absence of the clubhouse manager and performs specific tasks as requested by the General Manager.

Directly responsible for the management and oversight of the wine and beverage programs including inventory control and management, wine and cocktail list updates, managing “Cru” Wine Program, retail wine sales and staff and management team training. Plans events throughout the year, which make food and wine an integral part of the Miramont experience. The ACM/BD will serve as the “Sommelier” on the floor during dinner shifts when needed and will be the members “Go-to” individual for wine and beverage related issues.

The successful candidate will embrace the Miramont Team Member Pledge:

*We embrace the character and tradition of Miramont and commit to uphold and enhance these qualities in all that we do. We will create a “**Home Away From Home**” for our Members and Guests.*

*We value each other, and endeavor to create a positive working environment where mutual **respect** and **dignity** is our way of life.*

*We will do everything we can to make the answer “**YES!**” for each Member and Guest, and we will never begin a sentence or phrase with the words “**no**” or “**not.**”*

We recognize the importance of children and families; we will create and foster an environment and culture that encourages children and families to use the Club.

*We are a team of dedicated and passionate professionals, and pledge to work daily to become **experts** at our chosen profession.*



*We will strive to continually **evolve** ourselves and our Club; we believe deeply that we can always improve.*

*We believe that **recognition** is paramount to our success and we will work tirelessly to learn our Members and Guests (sur)names and preferences and use them constantly and consistently.*

We will be the first to communicate, we will make eye contact, introduce ourselves and always greet our Members, Guests, Vendors and Teammates with a smile and a warm welcome.

We will work safely every day and promote a culture of safety in everything that we do.

We will be well-groomed and professional in our appearance and actions; we are ladies and gentlemen.

We will always walk Members and Guests to their destination and introduce them as applicable.

*We will endeavor to be **extraordinary** in everything, by everyone, every day.*

Responsibilities

Duties include but are not limited to:

Assistant Clubhouse Manager Duties:

- Manages all aspects of the clubhouse in the absence of the clubhouse manager.
- Assists in developing budgets, staffing and general operating procedures and other plans for all food and beverage, and clubhouse operations.
- Assists in monitoring the budget and directing corrective action procedures as necessary to help assure that budget goals are attained for food and beverage, and clubhouse operations.
- Assists in monitoring internal cost control procedures for food and beverage, and clubhouse operations.
- Assists in planning and scheduling training, education, or certification of food and beverage, and clubhouse employees.
- Assists in monitoring safety conditions and employees' conformance with safety procedures; and assists in assuring that effective training for these programs is conducted in all departments.
- Maintains contact with members and helps to assure maximum member satisfaction.
- Receives and resolves complaints from club members, guests and employees.

- Participates in on-going facility inspections throughout the club to assure that cleanliness, maintenance, safety and other standards are consistently attained.
- May serve as a departmental manager in that manager's absence.
- Attends management and staff meetings as scheduled.
- Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors.
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
- Monitors labor; evaluates scheduled and actual labor hours and costs for food and beverage, and clubhouse operations.
- Works with human resources department staff to fulfill staffing needs for the clubhouse department.
- Assists in the planning of facility improvements, remodeling, construction and repair.
- May perform clubhouse opening and closing duties, including those related to security.
- Recruits for and manages the club's internship program.
- Monitors employee dress codes and member dress codes as applicable.
- Ensures the safety and security of all members' and guests' personal property.

Beverage Director Duties:

- Maintains an inventory of over 2,000 varietals of wine.
- Maintains the Wine Cru and Premier Cru programs.
- Creates and develops new wine programs for the club with support of management team.
- Trains bartenders, wait staff and catering team on beverage knowledge.
- Devises strategies to increase retail wine sales.
- Works closely with the Executive Chef to create food and wine events.
- Works with the Catering Director on all banquet beverage needs.
- Maintains the master wine list and keeps staff informed of new items.
- Creates and develops new and exciting beverage selections and events for the members.
- Shows a high level of engagement with members during meal periods.
- Rotating and restocking all beverage areas.
- Performs personal services, for example: wine tasting at tables, wine service at tables, and decanting of wines.
- Conduct beverage inventory at the end of each month.



Requirements

- A college degree in hospitality management or related field is preferred. The ideal candidate will show a progressive career path with a desire for a career in hospitality/private clubs.
- A career path marked with stability and professional achievement.
- Minimum three years of experience in food and beverage management at a high-end club or resort facility.
- A Level-2 (Certified Sommelier) certification from the Court of Master Sommeliers or related certification is preferred.
- A strong passion for the wine industry (education, service and story-telling) is required. The ideal candidate will be an expert and a passionate teacher to the staff and membership.
- Knowledge of food and wine pairing basics and the ability to create food/wine menus.
- Knowledge of the wine/beverage industry including winery contacts and distributors.
- The ability to manage under pressure.
- A working knowledge of computer programs and POS systems.
- A basic knowledge of human relations functions as related to the supervision and management of Clubhouse personnel.
- Impeccable and verifiable references.

Compensation and Benefits

- A base salary commensurate with experience and education
- Annual performance bonus.
- Health insurance in accordance with Club policy.
- Participation in the Club's 401K plan.
- Professional association dues and expenses; to be determined in each year's operating budget.
- Standard benefits/relocation assistance.

The position is available immediately.

Professionals who meet or exceed the established criteria should send resume and cover letter to:

Eric Gregory, CCM
Partner, GSI Executive Search
eric@gsiexecutivesearch.com
626-325-3486 (office)
626-328-3935 (mobile)