



### **ASSISTANT MANAGER PROFILE: THE GROVE CLUB, COLLEGE GROVE, TENNESSEE**

The Grove is a 1,110-acre luxury, private club and gated community offering a family-centric, private resort lifestyle in Middle Tennessee near Franklin and just south of Nashville. Amenity highlights include a Greg Norman Signature golf course and a grand clubhouse called the Manor House. Members of all ages enjoy numerous opportunities to live an active, outdoor lifestyle with resort pool areas, parks, tennis courts, kids club, hiking and biking trails, fishing lakes, an organic garden offering farm-to-market fresh produce for all of the restaurants. The Grove features the Jaeckle Centre – a world-class equestrian facility for daily riding, expert training, and horse boarding for Grove members. With approximately fifty percent of the community devoted to open, lush, green spaces, parks and pastures, embracing a healthy, active lifestyle is easy for all members and their guests. The Manor House, the private clubhouse, is the masterpiece of the beautiful community. Majestically overlooking the Greg Norman Signature golf course, The Manor House is the social hub for members and their guests. At the Manor House, exceptional service and an elegant, comfortable atmosphere are the backdrop for wonderful dining experiences, gatherings at the bar and lounge and private events. It is the place where friends and families gather, and memories are made.

The Grove is located in the most sought-after school district in Tennessee, offering children at The Grove the opportunity to attend College Grove Elementary, Page Middle and Page High School, each highly ranked within the district. The Grove is a club dedicated to the enrichment of its youngest members, tweens and teens. The Club's youth programs are designed specifically for them and led by well-trained, professional educators—and it's right inside the gates!

The Discovery Club offers the opportunity to experience and explore something new each day—from daily outdoor adventures, to arts and crafts, scavenger hunts, golf, tot's tennis and kids' kitchen. Teens programming includes such activities as tennis clinics, volleyball, nature walks, golf, horseback riding, fishing, as well as individual help with homework and school assignments.

The Grove offers a country lifestyle with the added luxury of nearby shopping and dining in Franklin, Cool Springs, Berry Farms and Nashville, Tennessee—10-25 minutes away from the front gate.

**DINING FACILITIES:**

- 1 formal dining room that seats 68
- 1 lounge/bar to enjoy cocktails before dinner
- 1 men’s grill that seats 24
- 1 ladies lounge that seats 14
- 1 outdoor dining facility that seats 94
- 3 outdoor event lawns to host large events
- Pool with full-service dining menu
- The Bridge Bar, a casual atmosphere dining experience that seats 48 inside and 48 outside.

The club is open 7 days per week, 12 months a year.

For more information on The Grove: <https://groveliving.com>

The Assistant Manager will provide operational and strategic leadership for all food and beverage activities at The Grove. He or she will be a dynamic, visible and accessible leader for the staff and members alike. The candidate will be responsible for all food and beverage operations, including banquet services. The Assistant Manager sets the pace as an example of gracious hospitality to all employees. Potential candidates will possess all of the requisite skills, leadership qualities and personal traits suited for a multi-unit hospitality environment. A friendly, outgoing personality is a necessity, as is a strong working knowledge of providing a platinum-level dining experience to the club membership. The club seeks candidates with proven food and beverage experience with the ability to enhance member and/or guest engagement with proven leadership abilities resulting in team development. The ability to drive a high-end service culture through ongoing training is necessary. The goal of the staff is to provide members with excellent service and to promote maximum satisfaction of the membership within all facets of the club dining operation.

approximately 20 direct reports including three Assistant Food and Beverage Supervisors.

**POSITION DESCRIPTION:**

Using your proven leadership experience, you will manage all culinary aspects of the club’s restaurants, bars, private events, special events, and in-home and off-site events. You will lead, motivate and inspire a fun, thriving culture of culinary mentorship as well as administer The Grove’s policies, direct the work of your team, and oversee hiring, training, supervision and performance of the culinary team.

**DUTIES INCLUDE:**

- Oversees all F&B dining operations (which include banquets and a la carte dining).
- Assures that effective orientation and training for new staff and professional development activities for experienced staff are planned and implemented.
- Creates training manuals for the club.

- Creates wine lists and works closely with the Club Manager to create wine list/programs.
- Manages physical inventory verification and provides updated information to the accounting department as needed.
- Maintains the appearance, upkeep and cleanliness of all food and beverage equipment and facilities.
- Assists in planning and implementing procedures for special club events and banquet functions.
- Responsible for all assigned Club staffing uniforms.
- Responsible for all tabletop service-ware and inventories.
- Responsible to implement all Grove Club - service standards to include a written and trained sequence of service.
- Develops interesting ways of promoting club functions in dining rooms and other areas.
- Works with the Executive Chef on menu development and plating standards for all outlets and special events.
- Works closely with the Club Manager.
- Works with Executive Chef to create budgets and capital plans.
- Provides reviews on a regular basis to staff.
- Communicates regularly with vendors.
- Establishes strong rapport with members.
- Responsible to maintain, manage, and follow-up within a 24-hour period all 59Club member negative comments regarding food and beverage and assigned departments.
- Responsible to operate the Food and Beverage operations and assigned departments to the fiscal budgeted plan. All variances will be reviewed weekly with the Club Manager for understanding and approval.
- Works to promote dining and events at the club.

**CANDIDATE QUALIFICATIONS AND CORE COMPETENCIES:**

- A minimum of five years combined as a Food & Beverage Director, Clubhouse Manager, Assistant Food & Beverage Director, Assistant Clubhouse Manager or a comparable position in a prestigious, high-quality venue such as a hotel, destination resort, restaurant, or stand-alone private club.
- Four-year degree in Hospitality preferred but not required.
- A career path marked with stability and accomplishment noted by a steady progression of management responsibility.
- Training knowledge for all F&B departments.
- Strong knowledge of fine dining restaurant service, catering and banquet operations, timing, service styles and creativity with unique service steps.
- Food and beverage cost control knowledge.
- Strong budgetary, forecasting and cost control skills and the ability to consistently produce budgeted expectations.
- Extensive wine and spirit knowledge.
- Excellent verbal and written communication skills.
- A strong presence on the floor.

- Computer and POS knowledge.
- Attributes to include:
  - An outgoing, friendly personality—hands-on, visible and member/staff-friendly.
  - Leadership skills with the ability to motivate a veteran staff and earn their respect and trust.
  - Excellent communication skills at all levels.
  - A strong sense of service with proven training and development skills.
- A career path marked with a logical progression of title and responsibility, stability of tenure and accomplishment.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review.

**COMPENSATION AND BENEFITS:**

- The club’s benefits package includes health insurance, paid time off, life insurance, continued education, access to the club’s award-winning golf, health and fitness amenities and much more.
- Salary is open and commensurate with qualifications and experience.
- The club will offer continued Club Managers Association of America (CMAA) benefits and continued education.
- The club will offer an excellent bonus and benefits package.
- Relocation assistance.
- *The Grove is an Equal Opportunity Employer.*

Individuals who meet or exceed the established criteria as detailed in this posting are encouraged to send their cover letter and resume.

**Send all documents to:**

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