

CANDIDATE PROFILE

Clubhouse Manager
Wichita Country Club
Wichita, Kansas



www.wichitacountryclub.org

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The Organization

Wichita Country Club (WCC) has a legacy known throughout the state of Kansas. For more than 125 years, WCC has been central to life lived among Wichita's society. Founded by a group of golf enthusiasts and led by the Club's first president, Thomas H. Griffith, Wichita Country Club holds a proud and distinguished place in golf history. Established in 1900, WCC is the oldest country club west of the Mississippi River to have offered golf from inception. Wichita Country Club continues to expand and extend this legacy in offering 18 scenic holes of golf designed by William H. Diddel, indoor and outdoor world-class tennis and pickleball courts, a full-service fitness center, two outdoor swimming facilities and one of the most extensive food and beverage menus in the city to every member.

The WCC clubhouse provides a rich array of activities and holds a variety of occasions. Whether planning a corporate event in our East Room, dinner and dancing in the elegant Living Room, or a regal wedding reception in the historic Main Dining Room, the Club's professional event and banquet staff provide the highest quality of service while the Club's Executive Chef specializes in creative cuisine with menus designed to satisfy members' individual tastes. Beyond these, members partake from many offered amenities. From state-of-the-art fitness equipment to an exceptional racquets program, members enjoy a luxurious and healthy lifestyle. Daily exercise classes, specialized instruction from a personal trainer or a wellness-inspired massage from our in-house licensed therapists are just a few of WCC's offerings. The WCC is open six days per week, 12 months per year.

COUNTRY CLUB OF DECATUR DETAILS:

- Number of Member families: 725
- Average Age of Membership: 57
- Gross Dollar Volume: \$11.2M
- Annual Dues Volume: \$5.9M
- Initiation Fee: \$45,000
- F&B Volume: \$4.25M

- Club POS and Accounting System: Jonas

DINING FACILITIES:

- Men's Grill, Seats 60
- 1 Casual Dining Room, Seats 100
- 1 Formal Dining Room, Seats 105
- 1 Lounge/Bar, Seats 85
- 6 Private Function Room, Seats 400
- 1 Outdoor Dining, Seats 100
- Golf Course Turn House
- Pool House Dining and Bar

Position Overview

Wichita Country Club is seeking a Clubhouse Manager to lead all aspects of the daily operation of the Clubhouse with a strong focus on the Food and Beverage Department, including all member dining outlets and banquets. The Clubhouse Manager will manage the day-to-day operation as well as the long-range planning for the continued growth and success of the operation. Current management teams reporting to the Clubhouse Manager include the Executive Chef, Food & Beverage Director, Dining Room Manager, Men's Grill/Locker Room Manager, Banquet Manager, Event Coordinator and Beverage Manager. The primary responsibilities include budgeting, hiring, training, menu development and overall leadership. This is a senior level position reporting to the CEO.

Key Responsibilities

RESPONSIBILITIES

- Assumes responsibility for all Food and Beverage operations.
- Focuses on co-workers first while training, mentoring and leading towards service excellence.
- Works closely with senior staff on events and activities which involve multiple departments.
- Seeks member feedback used to assist with future service advancements.
- Must interact with members while maintaining a courteous, professional and respectful demeanor.
- Assures the effective orientation and training of new staff and professional development activities for experienced staff are planned and consistently implemented.
- Research new products for possible future uses.
- Reviews and approves all product invoices before submitting to the Accounting Office.
- Serves as manager on duty on a scheduled basis as required.
- Completes appropriate assignments and initiatives from the CEO.

HUMAN RESOURCES

- Recruits, interviews, hires, trains, supervises, evaluates, mentors and develops the team in accordance with established Club procedures.
- Ensures compliance with Club's employee handbook, policies and procedures.

- Knowledge of labor laws and ability to create weekly work schedules for your team.
- Establishes, updates and maintains all written standards and procedures for department as needed.

OPERATIONAL

- Works with F&B management to develop and implement a comprehensive service training program including etiquette, service, wine, spirits and product knowledge.
- Understands and complies with operating budgets.
- Bar operations experience including purchasing, storage and inventory control.
- Works with Director of Events and Executive Chef to develop plans and procedures for events of all sizes and kinds.
- Strong time management skills capable of meeting deadlines.
- Desire to learn and grow within the CMAA and hospitality industry.
- Assists in the development of annual business plan and budgeting.
- Monitors operations, adjusts where and when necessary to maintain budgeted goals and/or margins.
- Ensures all legal requirements are consistently followed, including wages, hour, federal, state and local laws and licenses are current.
- Monitors appearance, upkeep and cleanliness of all Food and Beverage equipment and facilities.
- Responsible for accurate and timely month-end reporting as required by the Accounting Office and CEO.

Professional Experience & Qualifications

- Bachelor's degree in Hospitality is preferred, but not required.
- Previous Food and Beverage experience required – full-service, high-end country club experience is a plus.
- Hospitality experience including restaurants, hotels or comparable backgrounds will be considered.
- Previous P&L experience, along with experience F&B costs, labor management, health inspections, menu design and overall management of the front- and back-of-the-house are required.

Competitive Compensation

- Salary is open and commensurate with qualifications and experience
- CMAA benefits
- Excellent bonus and benefits package including Health, Dental, Vision, 401k and PTO
- Relocation assistance

To be Considered

To be considered for this opportunity, please submit your cover letter and resume in PDF format to:



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Managing Principal

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 314-854-1321

