



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
ASSISTANT GENERAL MANAGER
The Valley Club
Sun Valley, Idaho

The Valley Club is seeking an innovative, driven, team-oriented Assistant General Manager with progressive hospitality and facilities operations management experience in private clubs or reputable organizations in the hospitality industry.

The primary focus of the role is F&B management with an emphasis on maintaining high standards of culture and service. This Assistant GM position allows the candidate to prepare for the next steps in career advancement to General Manager.

POSITION OVERVIEW

The Assistant General Manager (AGM) will be responsible for The Valley Club's daily clubhouse operations. He/She will direct and administer all aspects of the operations including amenities, staff, and all programs and activities to ensure outstanding service and member and guest satisfaction. He/She is ultimately responsible for all club food & beverage service operations on a daily basis, including its private events, dining options, and relationships between Club members, guests, and employees. Being the "face" of these operations with a hands-on approach to member and staff engagement is critical to success in this position. This managerial position works closely with our Talented Chef, Clubhouse Manager, and reports to the General Manager.

While all typical competencies are important, TVC seeks an AGM who enjoys being actively engaged, is proactive in new trends and innovations, who wants to be part of a relationship-based, intimate club environment in a great community, and who has a passion for the industry. Additionally, he/she must be an individual who can recognize what is working well at present and what needs enhancement. We are seeking an individual who can effectively "manage" the transition to a stronger operational model of execution and leadership, and who is eminently adaptable to successfully work through it.

The AGM must have excellent interpersonal skills and bring a positive and respectful attitude to both staff and membership. He/she needs to possess exceptional business, management, and leadership skills to know how to best direct staff and enhance the great club culture. He/she will be outgoing and understanding with the membership, ensuring that all members and guests have a world-class experience.

JOB SUMMARY: ESSENTIAL FUNCTIONS

Work closely with the Club's General Manager. Responsible for the operation of all aspects of the club in the absence of the General Manager and perform specific tasks as requested by the General Manager.

- Approves budgets, staffing, general operating procedures, and other plans for food & beverage, housekeeping, maintenance, and repair.
- Monitors the budget and directs corrective action procedures as necessary to help assure those budget goals are attained.
- Functions as an administrative link between departments.
- Monitors internal cost control procedures.
- Plans and coordinates training and professional development programs for himself or herself and club personnel.
- Assists General Manager & Controller in developing and implementing long-range (strategic) and annual (business) plans, operating reports, forecasts, and budgets.
- Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures 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.
- Assures that the club's preventive maintenance and energy management programs and Master Plan are on schedule and in use.
- Assists in the planning of facility improvements, remodeling, construction, and repair, and interacts with applicable club committees for this purpose.



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- Participates in ongoing facility inspections throughout the club to assure that cleanliness, maintenance, safety, and other standards are consistently attained.
- Serves as an ad hoc member of appropriate club committees.
- 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.
- Approves all entertainment in consultation with the Clubhouse Manager and others.
- Serves as a club representative within the community.
- 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. Ensure we are meeting the scheduled needs of the employees
- Researches new products and develops an analysis of their costs and benefits.
- Oversees daily club operations.
- Reviews all accidents and works with department heads in completing accident reports.
- Advises General Manager about the development and revision of club by-laws and policies; consistently enforces all policies.
- Works with Human Resources Department staff to develop long-term staffing needs for the clubhouse department.
- Works with department heads to plan professional development programs for applicable staff.
- Ensures that all legal requirements are consistently followed.
- Recruits for and manages the club's internship program, H2B program. Responsible for the management and operation of the employee housing facilities.
- Monitors employee dress codes and member dress codes as applicable.
- Conducts training and other meetings with department staff.
- Completes other appropriate assignments made by the General Manager.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Ability to function as the club's general manager during his/her absence.
- Knowledge of management requirements for Food & Beverage, Construction/Renovation, Human Resources, Maintenance, and Repair at the club.
- Must demonstrate appropriate analytical skills, attention to detail, and organizational and project management skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform the required role in emergency situations.

BACKGROUND/EXPERIENCE

- Bachelor's degree from a four-year college or university or work experience/professional development equivalent
- Hospitality Management major preferred.
- Member of the Club Managers Association of America (CMAA) and other professional associations. Preferred or in pursuit of obtaining
- Attends conferences, workshops, and meetings (e.g., CMAA's World Conference and Club Business Expo and CMAA chapter meetings) to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
- Six or more years of related experience with three or more years as a manager.
- Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.
- Management of complex capital projects.
- Experience working with volunteer committees.



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LICENSES AND SPECIAL REQUIREMENTS

Certified Club Manager (CCM) designation through CMAA or in current pursuit of this designation desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to handle hot and cold interior and outdoor conditions.
- Independent mobility throughout the clubhouse.

REPORTS TO

General Manager

DIRECT REPORTS

Clubhouse Manager, Director of Facilities, Valet, Coat Checker

THE CLUB OFFERS

Salary Range: \$130,000- \$160,000 plus bonus potential

Employee benefits package includes:

- Select Health, \$2,000 Deductible (100% covered by employer for individual, 70% Covered by employer for family)
- Vision and Dental offered
- 401K 4% match
- Education allowance
- Clothing Allowance
- Housing will be provided during the transition period (3 months) with an option to rent long-term from the club
- Employee meals offered at the club (\$3 subsidized from food cost)
- Access to company ski pass
- Gym membership included

CLUB OVERVIEW

The Valley Club is nestled at the Sawtooth National Forest entrance in historic Sun Valley, Idaho. The 205-acre property sprawls across the valley floor. Its 27-hole layout, designed by world-renowned architects Tom Fazio, Davis Love III, and Beau Welling, has captured the surrounding beauty of the mountainsides while delivering a world-class golf experience for both new and seasoned golfers. With an average temperature of 80 degrees in the summer months, The Valley Club is the perfect place to relax and enjoy the laid-back atmosphere of mountain life. Members from around the world have made The Valley Club their second home. Along with golf, The Valley Club provides first-class dining, year-round tennis and fitness, and summer-long aquatics. It's the perfect place to call home.

CLUB DETAILS

- 750 Total Members
- Full Golf, Golf Social, and Social Membership Categories
- Initiation Fee: \$75,000 full golf, \$50,000 golf social, \$30,000 social **all non-equity**
- \$8,000,000 Annual Dues
- \$13,000,000 Total Revenue
- \$1,100,000 Food & Beverage Revenue
- Dining Room, Event Room, Snack Bar, Pool Café
 - New addition to be under construction in fall of 2023
- Standing Committees: Golf, Green, Membership, House, Fitness, Racquets
- 9 Board members, with 3-year terms
- Website: <https://thevalleyclub.org>