



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

Position Available:
CLUBHOUSE MANAGER
Hendersonville Country Club
Hendersonville, NC

Hendersonville Country Club, nestled in the picturesque landscapes of western North Carolina, is actively seeking an energetic and forward-thinking Clubhouse Manager to lead the Food & Beverage team. This role involves managing front-of-house operations, while establishing and maintaining high standards and procedures.

POSITION OVERVIEW

The role of the Clubhouse Manager at Hendersonville Country Club involves overseeing the front-of-house staff in the Main Clubhouse, Pro Shop Grill, and pool snack bar. Additionally, the manager collaborates with event planners to coordinate banquets and is responsible for maintaining beverage inventory.

JOB SUMMARY

- Manage daily operations of a la carte restaurant (breakfast, lunch, and dinner).
- Work closely with Chef to develop menu ideas and discuss service plans.
- Plan and execute Member social events.
- Write a monthly contribution to the Club's newsletter.
- Develop beverage programming for Member interest.
- Interact daily with Members to make them feel welcome and to monitor feedback.
- Hire, train, manage, supervise, discipline, and schedule service assistants, servers, bartenders, and pool snack bar attendants.
- Write staff schedule and develop service plans.
- Plan, supervise and execute banquets, tournament cookouts and on course beverage services.
- Develop written service standards, train, and measure to the written standards.
- Conduct or oversee daily service training.
- Ensure the Food & Beverage department's adherence to labor laws.
- Ensure adherence to best sanitation practices.
- Maintain the restaurant portion of the POS system.
- Complete daily member billing and accounting reports.
- Review employee hours in timekeeping software for payroll processing.
- Order beverages, supplies, uniforms, decorations, etc.
- Develop and implement service training material.
- Maintain accurate monthly inventory of beverage products.
- Attend meetings as requested by General Manager.
- Other tasks as assigned.

QUALIFICATIONS

- Minimum of seven years' experience in quality driven F&B operations- minimum four years in a supervisory or managerial role.
- Working experience meeting with party planners and writing BEOs.
- Four years' experience supervising a continuous training agenda.
- Beverage inventory management experience.



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BACKGROUND/EXPERIENCE/CERTIFICATIONS

- A college degree in hospitality or business is preferable but may be substituted with substantial industry experience.
- Sommelier training is desirable.

REPORTS TO

- General Manager
- Collaborates with: Golf Professional, Bookkeeping staff, Executive Chef, Membership Director, Tennis Director, and Building Superintendent

DIRECT REPORTS

- Grill Manager
- Clubhouse Restaurant Manager
- All Service Staff

THE CLUB OFFERS

Salary will be offered at \$90,000-\$95,000 annually and is commensurate with experience.

- Paid Time Off (Vacation, PTO, and Holidays)
- Company paid group medical insurance.
- SIMPLE IRA Matching up to 3%.
- Professional Association Fees as budgeted annually.
- Employee Meals

CLUB OVERVIEW

Hendersonville Country Club is a private, 90-year-old, member-owned club with approximately 1,050 members. The club features an active Donald Ross golf course, five tennis courts, four pickleball courts, a large pool operation, and a fitness center. The restaurant operations are in two clubhouses with the Grill Clubhouse open for breakfast and lunch seven days a week and the Main Clubhouse open for dinner Wednesday through Saturday plus Sunday brunch. The Grill seats up to 120. The Main Clubhouse seats 150 for a la carte dining plus a ballroom that seats 225. The Main Clubhouse will be renovated during winter 2023-2024 with new carpet, furniture, wall coverings, lighting, etc., expected to reopen May 2024.

The Club is open 12 months a year and approximately 35% of members are seasonal. Food & beverage revenue totals \$1.7 million with 75% from a la carte sales. The Main Clubhouse is widely recognized as the best restaurant in the market. With limited banquet revenue, the Clubhouse Manager serves as the point of contact for all party planners.

Hendersonville is in the mountains of western North Carolina approximately 25 miles south of Asheville and approximately 40 miles north of Greenville, NC. While Hendersonville is a very attractive retirement community, the county has a robust year-round economy with over 110,000 residents.

CLUB DETAILS

- 1050 Members
- \$14,000 Initiation Fee
- \$4,163 Annual Dues (Full Member)
- \$3.4 M Annual Dues volume



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- \$6.5 M Total Gross Revenue
- \$1.7M F&B Revenue
- 12 Board of Directors
- 7 Standing Committees: House, Golf, Green, Racquet Sports, Pool, Membership, and Finance
- Website: www.hendersonvillecc.com