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## Forest Hills Country Club | Chesterfield, Missouri

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### **Assistant General Manager Opportunity**

Forest Hills Country Club is a premier, member-owned private club located in the heart of Chesterfield, Missouri. Known for its vibrant community and outstanding amenities, the Club is entering an exciting period of growth and transformation. With significant strategic initiatives underway—including a major dining room enhancement—Forest Hills is focused on elevating the member experience for years to come.

We are seeking a dynamic, high-energy, and service-driven **Assistant General Manager / Clubhouse Manager** to play a key leadership role during this exciting chapter. This position works closely with the General Manager/COO and serves as an integral member of the senior leadership team.

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### **About Forest Hills Country Club**

Forest Hills Country Club (FHCC) is a premier, member-owned private club established in 1964 and located approximately 25 miles west of St. Louis. Recognized as one of the leading private country clubs in the West St. Louis area, FHCC offers world-class golf and lifestyle amenities within a welcoming, family-oriented atmosphere.

Known as “*The Family Club of Choice*,” Forest Hills provides an exclusive private club lifestyle without pretense. Members take great pride in a warm, inclusive culture where lifelong friendships and memories are created.

### **Club Amenities Include:**

- 18-hole championship course (“*The Championship*”)
- 9-hole course (“*The Valley*”)
- Short-game practice area
- Four post-tension hard tennis courts and two Har-Tru clay courts
- Pickleball courts and tennis chalet
- Family pool and adult-only pool
- Seasonal poolside dining
- Two tournament-size bocce courts
- Fitness center

- Year – round dining and social calendar

**Additional Club Facts:**

- Approximately 31,000 annual rounds of golf
  - Approximately 625 members (all categories)
  - 12 Board Members serving four-year terms
  - Average member age: 56
  - POS and accounting systems: Club Essentials
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**Position Summary**

The **Assistant General Manager / Clubhouse Manager** oversees the day-to-day clubhouse operations and supports the General Manager in delivering exceptional service, strong operational performance, and a positive club culture. This role will be heavily involved in clubhouse operations, food and beverage service, and the successful rollout of the Club's newly enhanced dining experience.

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**Essential Functions and Primary Responsibilities**

- Oversee daily clubhouse operations to ensure a seamless, high-quality, and welcoming member experience
  - Play a hands-on leadership role in the launch and ongoing success of the new dining room project
  - Lead, train, coach, and develop food and beverage and clubhouse staff, including supervisors and department heads, fostering an accountable and service-driven team culture
  - Maintain service standards and ensure consistent execution across all clubhouse departments
  - Address member feedback, concerns, and service recovery with professionalism and discretion
  - Collaborate with the General Manager on budgeting, labor management, and operational planning
  - Support and oversee food and beverage operations, private events, and club functions
  - Ensure compliance with club policies, safety standards, and regulatory requirements
  - Promote a positive workplace culture centered on teamwork, accountability, and hospitality excellence
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**Qualifications**

- A bachelor's degree is preferred, with a focus on Hospitality Management

- 3–5+ years of leadership experience in a private club, hospitality, or high-end service environment
- Strong background in food and beverage and clubhouse operations
- Demonstrated ability to lead teams and manage multiple priorities in a fast-paced environment
- Excellent interpersonal, communication, and problem-solving skills
- Financial acumen related to labor management, service levels, and operational efficiency
- Flexible schedule availability, including evenings, weekends, and holidays
- Genuine appreciation for private club culture and a passion for delivering exceptional member service

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### **Compensation and Benefits**

- Competitive compensation and benefits package, commensurate with experience, with an annual salary range of \$95,000 - \$120,000

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### **Why Join Forest Hills Country Club**

- Be part of an exciting dining room transformation
- Join a fun, engaged, and member-focused leadership team
- Opportunity to help shape service standards and the overall member experience
- Collaborative environment that values professionalism, teamwork, and hospitality

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### **How to Apply**

Qualified candidates are invited to submit a resume and cover letter for consideration. Please send application materials to **AbbyL@foresthillscc.net**