

***JOB DESCRIPTION***

**Job Title:** Assistant Clubhouse Manager

**Job Class:** Full Time

**Date:** April 19,2022

**Reports To:** Clubhouse Manager

**JOB SUMMARY**

The Assistant Clubhouse Manager reports directly to the Clubhouse Manager and will assist in the supervision of all clubhouse facilities and staff including the dining rooms, bar, maintenance, and house. TLCC expects utmost courtesy and professionalism in all interactions with members, guests and staff.

**ESSENTIAL JOB FUNCTIONS**

The essential functions include, but are not limited to the following:

* Event planning and execution
* Pairing dinner menu planning and execution
* Beverage training with emphasis on wine, craft beer, craft cocktail and spirits
* Creation of food and beverage menus
* Assist the Clubhouse Manager in daily operations
* Inventory management and product ordering
* Organizing P&L’s for events and how to create basic financial documents
* Creates an atmosphere in all food and beverage areas that meets or exceeds member expectations
* Assist in scheduling for all food and beverage departments
* Consistently demonstrates accuracy, thoroughness, neatness, and dependability to produce results in a timely and cost-effective manner

**KNOWLEDGE, SKILLS AND ABLITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Friendly and professional personality with the ability to interact regularly with members, guests and staff
* Excellent leadership and communication skills
* Professional presentation, eager to learn, and a positive attitude
* Able to work flexible hours including nights, weekends and holidays
* Ability to lead by example in a team environment

**CONFIDENTIAL INFORMATION**

This position has access to sensitive information and must maintain the confidentiality of such material.

**CLUB DESCRIPTION**

Tippecanoe Lake Country Club was established in 1926 and is the only private country club located in Kosciusko County. Located on the northwest corner of Tippecanoe lake, the elevated clubhouse offers a view that is simply unequaled in the state. TLCC has a long-standing tradition of gracious hospitality and providing members with a truly unique and exceptional dining experience. We are currently looking for Assistant Food and Beverage Director that is eager to expand their knowledge in the world of food and beverage.

TLCC is a full-service private country club offering its members a full casual fine dining facility, golf course restaurant, lakeside TIKI bar and multiple private event spaces. We are currently looking fill the position of Assistant Clubhouse Manager.

**Candidate may email their Resume to Stephan Kostelecky, General Manager at**

skostelecky@tippylakecc.com