



Lakewood Country Club

TITLE: ASSISTANT GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

REPORTING TO: GENERAL MANAGER

POSITION SUMMARY: This position works closely with the General Manager. Responsible for the general operation of staff functions relating to Food and Beverage, Facilities Maintenance, Membership, Aquatics, Men's Locker Rooms, and Fitness. Supervises the work of the Managers and the Directors of these departments. Responsible for overseeing all club operations to ensure that the amenities and services consistently exceed the expectations of members and their guests.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manages all aspects of the club in the absence of the General Manager
- Participate in planning and developing the annual business plans.
- Approves plans, budgets, staffing and general operating procedures for the Food and Beverage, Facilities Maintenance, Membership, Aquatics, Men's Locker Rooms, and Fitness.
- Monitors the budget and directs the taking of corrective action as necessary to assure that budget goals are attained.
- Functions as an administrative link between departments.
- Monitors internal cost control procedures.
- Actively participates as a liaison member on Club Committees, working alongside members and staff to achieve the Club's strategic goals, recognizing the vital contributions of both members and staff to the Club's overall success.
- Coordinates with HR for training programs.
- 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.
- Receives, investigates and acts upon complaints from club members, guests and employees.
- Participates in on-going facility inspections throughout the club to assure that cleanliness, safety and other standards are consistently attained.

SKILLS/KNOWLEDGE/EDUCATION REQUIRED: A bachelor's degree in business administration, Hospitality Management or equivalent is required and five years of management experience in a similar high-end club or like environment. Must have extensive knowledge of all areas of clubhouse operations and a strong F&B background. Professional certifications (CCM, CCE) or similar professional development achievements are preferred.

PHYSICAL REQUIREMENTS *(The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Must be able to lift to 40 lbs. to waist height.
- Frequent bending turning, kneeling and stooping.
- Exposure to hot and cold temperatures.
- Must be able to stand for extended periods.
- Repetitive motion required including computer entry.
- Must be able to operate a golf cart in a safe manner.
- Someone who is eager to learn and excel in the culinary industry

Benefits

- Competitive compensation, based on experience and performance.
- Advancement Opportunities
- A fun/inviting culture
- PTO/Paid Vacation
- Stability
- Golfing Privileges
- Medical, Dental, & Vision Plan
- 401k with matching contributions
- Free staff meals

Salary Range is from \$92,000 to \$110,00

Please send Resume to Sandie Seegmiller, HR Director:

Sseegmiller@lakewoodcountryclub.net

303.327.1302

