



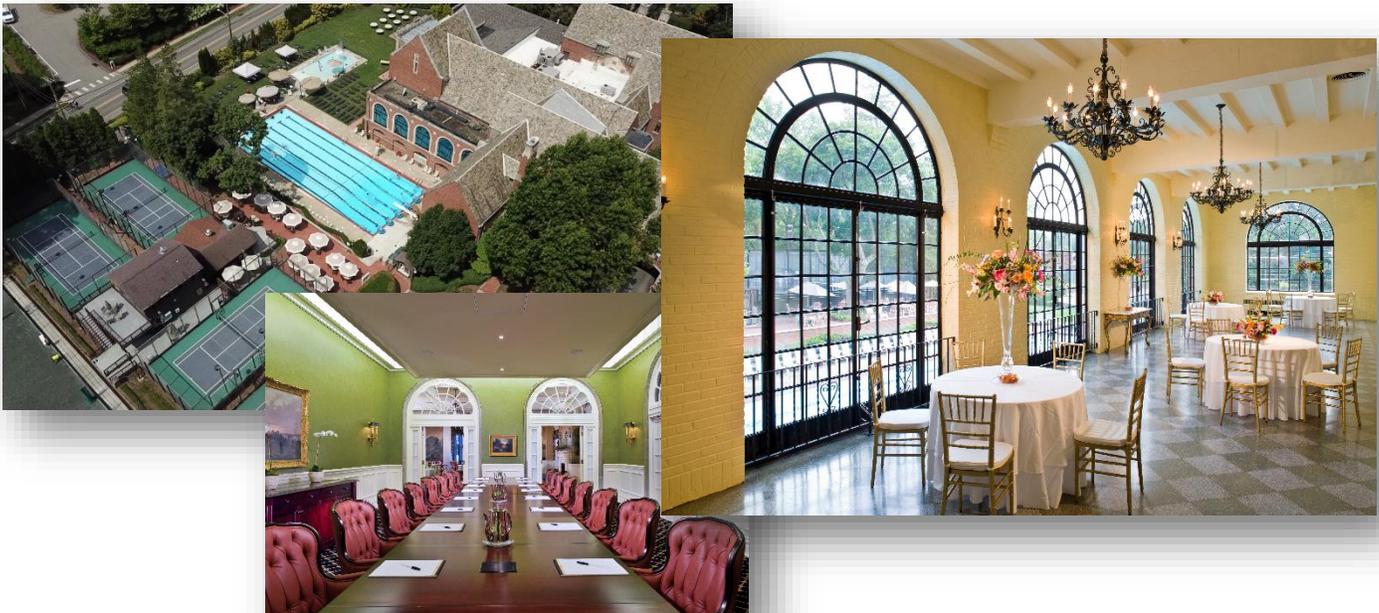
Edgeworth Club
511 East Drive, Sewickley, PA 15143
Reception: (412) 741-8500 www.edgeworthclub.com

The Job

Assistant General Manager - Edgeworth Club

The Assistant General Manager (AGM) is responsible for member engagement through all hospitality programming for all ages and categories of members and their guests. This individual must have a dedication to his/her staff and membership, high emotional intelligence and training abilities, business and organizational skills, and the drive to see others succeed in a variety of areas including Food and Beverage, Maintenance and Housekeeping, and Reception and Rooms. The

Assistant General Manager hires and supervises a year-round and seasonal staff of employees deliver a world class Clubhouse experience including a la carte dining, Club events, private events, Club spaces, rooms, and overall hospitality. The AGM reports to the General Manager, attends Department and Staff meetings, and is a critical high-expectations leader in the Club's success.



The Edgeworth Club is a member-owned private bath and tennis club with 480+ member families. The average member-family is an actively working group with 2+ children; while some members are enjoying retirement. The club does a gross annual volume of ~\$4,000,000 with ~\$2,000,000 of that attributed to Food and Beverage. The club is open year round to serve its membership in many capacities. Clubhouse and Hospitality services are a core engagement-point for our members and their guests.



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The Property

Facilities:

3.5-Acre Campus
Historic 1930 Stately Clubhouse
Grand Ballroom for Weddings/Events
Outdoor/Indoor Full-Service Fine Dining
Paddle Tennis and Swim Service Hut

Athletic Amenities:

4x Platform Tennis Courts (Fall/Winter)
5x Har-Tru Tennis Courts (Summer)
2x Squash Courts
6x Duckpin Bowling Lanes
State-of-the-Art Fitness Center
30m 6-Lane Pool, Child's Wading Pool

Social Opportunities:

World Class Group Athletic Instruction
Regular A la Carte Dining up to 150x Guests
Banquets and Catering up to 350x Guests
Special Events and Entertainment
Global Wine & Beverage Programming

Junior Programming:

The club offers junior programs during the seasons for tennis, paddle tennis, and swim.
Special events and social promotions target families with children.

The Package

A handsome compensation package includes relocation, salary, health/vision/dental family benefits, holiday bonus, performance bonus, SIMPLE-IRA retirement benefits, vacation and personal time, among other fringe benefits.

The Process

Motivated applicants including experienced professionals and rising stars, should immediately send a tailored cover letter and resume to Matthew Kurtas, General Manager at matthew@edgeworthclub.com or to Matthew Kurtas, General Manager, Edgeworth Club, 511 East Drive, Sewickley, PA 15143.

Applicants will receive notification regarding a phone or local first-round interview, and may be asked for a competitive return interview onsite with a selection committee represented by Officers and Managers of the Club.

Edgeworth Club notes that time is of the essence for interviews with the Summer Season rapidly approaching.



Candidates should note physical requirements of the Job, and research the role, the Club, and surrounding area prior to applying. An understanding of our traditions and requirements is vital!

The Responsibilities (to summarize)

Creation of Standards | Delivery of Heartfelt Hospitality | Emphasis on Families | Member Programming
Member Communication | Departmental Budgeting | Visibly Present | Inspects what is Expected
Menu Influence | Event Planning/Executing | A la Carte Dining | Coordinates Upkeep and Repairs
Hiring/Supervising/Firing Applicable Staff in Accordance with Club and State/Federal guidelines

The Requirements (to be clear)

Experience - A rising star or experienced individual is desired. 5+ years in a Private Club facility as a Clubhouse Manager or Food and Beverage professional preferred. A track record of training and financial acumen is important and interpersonal member engagement is a necessity. Skills expected for subordinates to this role must be mastered by the individual in this role.

Education - Bachelors or Associates degree in Hospitality/Hotel/Restaurant Management, Business, or Education may prove useful and desirable.

Certification - This position does not call for Association Certifications such as HFTP/CMAA/Sommelier, though such certifications or pursuit of them are desirable. Foodservice Certifications such as TIPS, ServSafe, et. al. are expected in the course of employment.

Physical - Repeated motions including walking, bending, stooping, standing, stair-climbing, etc. Sufficient stamina to tolerate hot, humid, and noisy conditions for several consecutive hours. Frequent use of light machinery and hand-held tools. Frequent lifting and moving of objects.

The Events (to name a few)

Daddy Daughter Dance	Private Social Functions: Catered and at-Club
Major Calendar Holidays: Christmas Eve, Easter, July 4th	Big Daddy Splash Labor Day Pool Party
Sewickley Invitational Paddle Tournament (SIPT)	Pop-Up Tastings: Whiskey, Wine, Beer Athletic Social Mixers

The Area (to help you out)

Sewickley (or “Sweetwater” in its Native American translation) is an affluent suburban village west of urban Pittsburgh. Nearby schools include Quaker Valley High School and the prestigious Sewickley Academy. Edgeworth Club sits on the cusp of the village between the tall Sewickley Hills and the mighty Ohio River.