



Clubhouse Manager Isleworth Golf & Country Club Windermere, FL

Isleworth Golf & Country Club, located in Windermere, FL, is recognized and known internationally for its World Class amenities and services offered to its 450+ members, their families and guests.

Recently ranked as the 16th Best Golf & Country Club in the country and 30th in the world, the property is privately owned by Tavistock Group, who continues to develop the community around one simple concept – “only the best.” Isleworth has come to occupy its place as one of the nation’s premier golf and country club communities, home to the Tavistock Collegiate Invitational, now in its 15th year.

Isleworth Golf & Country Club, Orlando’s most exclusive private country club, is now seeking a Clubhouse Manager to oversee and manage its day-to-day Club operations. The club generates \$14 Million in total operating revenue, of which \$3+ Million is derived from Food & Beverage. The Club offers five ala carte dining outlets and four private dining rooms recently renovated. Isleworth also hosts over 140 member events annually.

Overview of Position Responsibilities:

- Oversees F&B, Catering, Culinary, Purchasing, Fitness, Youth Programming, Concierge Services and the Front desk
- Manages all aspects of the Club in the absence of the General Manager and is also part of the Senior Executive team
- Leads and mentors direct reports to meet goals and objectives
- Approves budgets, staffing and general operating procedures for all supervised departments
- Prepares clubhouse operating and capital budget – monitors and takes corrective action as necessary to meet budgetary goals
- Approves and codes invoices to submit to accounting
- Works closely with all departments to collaborate on special club functions and events for members
- Monitors service to consistently provide a World Class experience for our members and guests
- Plans and coordinates training and professional development for him/herself and for those he/she supervises
- Evaluates all direct reports for annual performance appraisals
- Researches new products and equipment and analyzes cost vs. benefits

Qualifications for Position:

- Bachelor’s degree (B.A.) in Hospitality Management - minimum of 5 years management experience in a similar high-end private club or hospitality setting
- Strong financial background with a verifiable track record of increasing revenues and controlling costs
- Friendly, outgoing personality who interacts well with staff, members and guests.
- A strong Food & Beverage background is a must and a proven track record of providing Platinum Level food quality and service, Food & Beverage operations are a primary focus for the Clubhouse Manager.
- Strong communication skills, both written and verbal.
- A solid background in Youth Programming and Concierge Services is a plus.

- A collaborative team player who is willing to be “hands on” when necessary but understands when to step back and lead the team.
- Able to make decisions and resolves issues
- The ability to see the big picture and set goals for his/her team.
- Has a service oriented mentality to coincide with the Tavistock Groups mission, “only the best”
- Proficient in Microsoft Office applications, Jonas Software experience preferred.

We offer a competitive salary and a comprehensive benefit package which includes:

- Medical, Dental, Vision, Life, STD & LTD insurances
- Matching 401K Plan
- Optional employee paid benefits
- Three weeks paid vacation
- Annual Performance related Bonus
- CMAA paid dues
- Continuing education allowance

Send resume and cover letter to jbrown@isleworth.com