



CLUBHOUSE MANAGER

APOGEE

HOBE SOUND, FL

About APOGEE

APOGEE is a private Club in Hobe Sound, Florida that opened our doors in December of 2023, APOGEE offers its members a luxurious and bespoke experience. Compelling landscapes of three distinct golf courses created by renowned architects provide diverse challenges across an expanse of 1,200 secluded acres. The highest quality amenities, service and experiences await those fortunate enough to be invited. The APOGEE Experience is the pinnacle of private golf. Amenities will include two exceptionally designed member-exclusive clubhouses, custom villas, fitness center, spa, pools, and more. APOGEE will offer a collection of exceptional indoor and al fresco dining, 5-star to casual, poolside to In-Villa.

Clubhouse Manager Opportunity at APOGEE

Apogee Club is excited to announce the exceptional career opportunity of Clubhouse Manager. We are seeking a highly skilled and experienced Clubhouse Manager to oversee the food and beverage service and delivery systems for the Club. The primary responsibility of the Clubhouse Manager at APOGEE is to drive the culture of hospitality excellence, standards of service and member engagement. You will directly supervise all front of the house staff. You will also be responsible for planning and implementing budgets, hiring, training, and supervising staff. Ensures that members and guests enjoy a pleasant and memorable dining experience. Greets and acknowledges all members and guests in

accordance with club standards. Anticipates and addresses the needs of members and guests, offering assistance to those with specific requests, concerns, or complaints.

Works closely with the Director of Food & Beverage and collaborates with all departments of the Club to ensure alignment, and unified efforts for member satisfaction. Responsible for the operation of all aspects of the Club in the absence of the Director of Food & Beverage, and performs specific tasks as requested by the Director of Food & Beverage.

Specific Responsibilities - include but are not limited to:

- Lead the Food & Beverage team in creating standard operating procedures for the new clubhouse.
- Maintain high visibility by regularly communicating and interfacing with members, both in person and through structured written communications.
- Focus on continued development of a culture in which all staff are committed to creating exceptional moments for members and guests.
- Ensure systems of accountability for inventory in all areas of responsibility, including the regular update of order guides, storage standards, carrying pars, transfers, etc.
- Maintains a complete and secure wine, beer, and liquor inventory.
- Maintain a positive and professional work environment.
- Keep current with the latest industry trends.
- Ensure compliance with governmental standards and food safety and cleanliness of work areas.
- Develop ongoing training programs for service and bar staff.
- Personally handles member and guest complaints and advises the COO about appropriate corrective actions taken.
- Directs line-up meetings with dining room personnel and relays information and policy changes.
- Leads by example with professional presence and enthusiasm. Offer effective leadership and direction for staff in the Food & Beverage department.
- Commitment to create a continuous teaching environment that focuses on team knowledge and education, while instilling a culture focused on teamwork and excellence that works in conjunction with all other departments.

- Recommend, monitor, and manage policies, operating procedures, and staffing for all F&B areas; recognize the needs and consistently perform elevated levels of service in each of these operating areas.

REQUIRED QUALIFICATIONS

3-5 years of private club, resort and/or hospitality experience required.

Certified Club Manager designation through CMAA or in pursuit of this.

Knowledge and experience with the H2B visa program

Degree in Business Management or Hospitality Management is highly desirable.

Experience with computerized POS system.

Salary and Benefits

Base Compensation: \$125,000 annually

Competitive performance-based bonus offered.

Benefits available:

401(k) with company match

Several Medical plan options- PPO/HMO

Supplemental Insurance options- Dental, Vision, Life, Disability, Accident & Hospital plans

Merchandise allowance in golf shop for APOGEE apparel.

Instructions on how to apply

Please email your letter of interest, resume, and references to Carla Chiarello, Director of Human Resources to cchiarello@apogeeclub.com