



## **The Moorings Golf and Country Club**

### **Clubhouse Manager**

The Moorings Golf and Country Club, ( MGCC), is a private 18-hole golf club located in the heart of Naples, Florida. MGCC opened in 1964 and is a member-owned Club nestled within a prestigious residential neighborhood. The Club is a stone's throw from the sandy sunny beaches of Naples. MGCC is the only private golf club in the City of Naples located west of U.S. 41. It is an ideal location for members and staff alike. MGCC is nearing the completion of a \$5 million renovation of the main clubhouse, dining areas, lobby, kitchen, and patio.

#### **Dining Facilities include:**

- 64-seat grill room – **The Anchor Bar**
- 76-seat covered patio
- 26-seat uncovered patio
- 54-seat formal dining room - **Fairways**
- 36-seat Indoor/Outdoor Bar
- 24-seat Breezeway Breakfast Café

#### **Club Notes:**

- The Golf Shop/Course is open seven days a week during season and six days a week during off-season.
- The Clubhouse/Restaurant is open 7 days a week and 5 nights a week during the season and six days a week and two nights a week during off-season
- Dining outlets have a summer closure each year lasting two to four weeks
- \$775,000 in F&B sales (\$735,000 a la carte sales; \$40K banquet sales)
- 18 hole golf course (9-Par 3 holes and 9-Par 4 holes)
- 2 Bocce Courts
- 2 Track Man Golf Simulators
- Dining outlets and the clubhouse will reopen Summer of 2024 when the renovation is complete

#### **Brief Job Description:**

MGCC seeks an experienced, motivated and friendly individual for the Clubhouse Manager position. This position is perfect for an up-and-coming individual who is looking to advance their career from Food & Beverage Director to the next step in club management. This person will be provided with an education allowance to work towards their CCM (Certified Club Manager) so they will be marketable in the future for top executive positions. The candidate must have a proven record of stability and a logical progression of title and increasing responsibility. This person will work closely with the Food &

Beverage Director, other managers/supervisors, wait staff, and Executive Chef to create and maintain a thriving Food & Beverage program. This person will also work closely with the GM to maintain an overall well-rounded clubhouse operation. He/She will need to be able to foster goodwill among interdepartmental personnel and have a professional demeanor. He/She will need to foster and maintain positive relationships with the membership.

Other responsibilities to include, but are not limited to the following:

#### **Clubhouse/F&B Responsibilities**

- Lead the Food & Beverage team in creating the new standard operating procedures for the renovated clubhouse
- Maintain high visibility by regularly communicating and interfacing with members, both in person and through structured written communications
- Responsible for genuine hospitality to all members and guests that compliments the service-centric culture of the Club
- Assist in the execution of private member and/or member-sponsored events
- Lead the F&B Director with planning, hiring, training staff, and overseeing the dining operations
- Take a “coaching and teaching” approach to team member development and direct corrective action procedures, as necessary
- Focus on continued development of a culture in which all staff are committed to creating “Wow” moments for members and guests
- Assist with the wine and cocktail lists
- Ensure systems of accountability for inventory in all areas of responsibility, including the regular update of order guides, storage standards, carrying pars, transfers, etc.
- Manage Housekeeping and Clubhouse maintenance
- Prepare clear and concise reports and maintain meaningful, appropriate and effective relations with team members and members alike
- 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

#### **Operational Responsibilities**

- Understands and abides by MGCC policies and departmental procedures
- Recommend strategic and operational changes and direct implementation of change
- Have the ability to drive creative initiatives and can produce amazing results
- Provide content for and manage communications and marketing materials for the F&B department
- Manage departments in accordance with applicable local, state and federal laws
- Research new products/services/vendors and develop an analysis of their costs/benefits
- Disseminate information effectively and coordinate activities between departments
- Keep the GM/COO informed of all potential problems and activities related to smooth operations
- Exhibit a sharp eye for detail in the overall management of the operation
- Be responsible for regularly reporting performance and financial data of all departments under management to GM/COO
- Assist Executive Chef and F&B Director on Operating and Capital Budgets for Food & Beverage operations
- Work closely with the GM/COO to ensure all operations are performing on track

**Candidate Qualifications:**

- Associate's degree in hospitality or other related field is preferred
- Minimum five years of experience in the hospitality industry
- Dedicated leader with strong credentials and work ethic
- Believes relationships are of foremost importance and is successful at conflict resolution
- A person who can motivate, develop and share credit with staff
- Has a positive attitude and maintains a high degree of integrity
- Can manage a fast-paced, high-energy environment
- Possess a fundamental understanding of what constitutes a high-end club and the ability to execute to that level
- Stability and experience in high-volume, highly respected club, resort or hotel
- Excellent computer skills and working knowledge of all Microsoft Office programs.
- Sufficient financial acumen to understand the finances and budgets of a private club
- Strong verbal and written communication skills
- Comfortable speaking in front of a wide variety of groups including staff and board committees
- Polished communication skills among members and guests, as well as visibility among members and guests
- As a "Team Player" of Moorings Golf and Country Club, the Clubhouse Manager must be flexible and willing to perform any job, in whatever capacity, as requested by the GM/COO that is necessary for the smooth operation of the Club

**Date Position Available:** Immediately

**Benefits:**

Salary is commensurate with experience. MGCC offers comprehensive benefit plans, including medical, dental and life insurance, Aflac, 401k, bonus plans and paid time off. An allowance for CMAA dues and continuing education is also available.

Qualified candidates should forward their resume & cover letter to:

Matt Tornow, CCM  
General Manager/COO  
The Moorings Golf & Country Club  
2500 Crayton Road  
Naples, FL 34103  
[MattTornow@mooringscc.com](mailto:MattTornow@mooringscc.com)