



**St. Petersburg Country Club
St. Petersburg, Florida**

Clubhouse Manger Job Posting

About the Club

St. Petersburg Country Club is seeking a Clubhouse Manager for its 100-year-old, member owned facility that is steep in history. Home to 700+ members and currently a waiting list to join, SPCC consists of an 18-hole Championship Golf Course, Driving Range, Fitness Center, 9 Har-Tru tennis courts, 6 Pickleball Courts, Junior Olympic Pool, Grill Room, Dining Room, Banquet Room, Tiki Hut and Men's and Ladies' Locker Rooms. The Club recently completed construction of a new golf pro shop with a state-of-the-art simulator and a new cart barn. SPCC just completed (2024) a full renovation of the golf course, including greens, tees, fairways, primary rough, bunkers, sea walls, cart paths and beautification. For further information, please visit www.stpetecountryclub.com.

Located just minutes from downtown St. Petersburg and St. Pete Beach, SPCC's approximate annual revenue is \$6.2m, with annual dues revenue of \$3m. The Club is currently home to a strong team of department heads, a very supportive membership and is managed by Troon, the world-wide leader in golf and club management.

About the Position

Minimum of 5 years' experience is required in either club management, clubhouse management, or country club food and beverage management. Candidates should have vast experience in clubhouse operations, with a strong background in food and beverage management.

General Purpose

Manages all aspects of the Clubhouse including Food and Beverage Operations, Pool, Fitness Room, Locker Rooms, Racquet Sports, Turn Grille, Building Maintenance and Housekeeping.

Essential Duties

- Strong background in food and beverage operations and ability to work closely with F&B Director, Dining Room and Bar Manger and Executive Chef.
- Plans, develops and approves specific operational policies, programs, procedures and methods.

- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Consistently ensures that the Club is operated in accordance with all applicable local, state and federal laws.
- Oversees the care and maintenance of all the Clubhouse physical assets and facilities.
- Hire, train and manage Clubhouse Maintenance and Housekeeping staffs.
- Ensures the highest standards for food, beverage, locker rooms, fitness room, meeting rooms, entertainment and other Club services.
- Establishes and monitors compliance with Troon Golf Procurement purchasing policies and procedures.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Handles emergencies, accidents and breaches of security or clubhouse rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- Convenes and presides over meetings with staff.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services, lease agreements, or contracts to the Club.
- Regular and reliable attendance.

Education/Experience:

Bachelor's degree (BA); or five years related experience and/or training; or equivalent combination of education and experience.

Job Knowledge, Skill, and Ability Preferences:

- Ability to read and speak English in order to perform the duties of the job.
- Knowledge of Microsoft Office applications.
- Occasionally works in outdoor weather conditions.
- Regularly stands, walks and sits. Occasionally lifts up to 50 pounds.

Compensation and Benefits

- Competitive Salary based on experience and skill level
- Performance based bonus incentive
- Benefits include health, dental, vision and life insurance and PTO
- 401(k) plan with company match

Interested candidates, please send a cover letter and resume to JimGeiger@stpetecountryclub.com. No phone calls please.

St. Petersburg Country Club is a drug free workplace.