



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

**General Manger Job Posting**

**About the Club**

St. Petersburg Country Club is seeking a General 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 just completed construction of a new golf pro shop with a state-of-the-art simulator and a new cart barn. Currently in progress for the summer of 2024 is 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](http://www.stpetecountryclub.com).

Located just minutes from downtown St. Petersburg and St. Pete Beach, SPCC's approximate annual income 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 club management, including member relations, clubhouse operations, golf and tennis operations, and a strong background in food and beverage management.

**General Purpose:**

Manages all aspects of the Club including its activities and the relationships between the Club, Troon Golf, the Board of Governors, members, guests, associates, community, government and industry.

**Essential Duties:**

- Administers Club policies and procedures established by the Board of Governors.

- Strong background in food and beverage operations and ability to work closely with F&B Director, Dining Room and Bar Manager and Executive Chef.
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
- Monitors monthly and other financial reports/statements on a daily, weekly and monthly basis for the facility and takes effective corrective action when necessary.
- Coordinates the development of the Club's long-range and annual (business) plans.
- Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems.
- Oversee department managers that may include but is not limited to: Food and Beverage Director; Membership Director; Golf Professional; Superintendent; Tennis Professional; Office Manager.
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the Club; takes effective corrective action as required.
- Provides advice and recommendations to the President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets.
- 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 Club's physical assets and facilities.
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other Club services.
- Establishes and monitors compliance with Troon Golf Procurement purchasing policies and procedures.
- Participates in outside activities that are judged as appropriate and approved by the Board of Governors to enhance the prestige of the Club; broadens the scope of the Club's operation by fulfilling the public obligations of the Club as a participating member of the community.
- Reports member infractions to the Board of Governors for necessary action.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Performs competitive analysis on Clubs and other businesses providing member alternatives through personal observations and historical reports.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- Convenes and presides over meetings with departmental managers; conducts all-facility personnel meetings.
- 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 incentive bonus
- Benefits include health, dental and life insurance and PTO
- 401(k) plan with company match

Interested candidates, please send a cover letter and resume to [JimGeiger@stpetecountryclub.com](mailto:JimGeiger@stpetecountryclub.com). No phone calls please.

St. Petersburg Country Club is a drug free workplace.