



**Quaker Ridge Golf Club
Scarsdale, New York
Assistant General Manager**

Quaker Ridge Golf Club is a private club, established in 1916, located in Scarsdale New York. Quaker Ridge maintains the highest quality of golf, clubhouse facilities and services. The course, designed by A.W.Tillinghast, is frequently mentioned by accomplished golfers as one of the best courses in the Metropolitan New York area. Quaker Ridge has been rated in the top 50 both in the US and in worldwide rankings.

The Club is just starting a \$15 million dollar facilities enhancement renovation which includes expansion of the dining room, outdoor terrace/bar, a Golf Pro Shop with state-of-the-art equipment including hitting bays and simulators, and a new state of the art gym facility.

Membership consists of 375 member families. The facility offers an 18-hole golf course, a golf practice facility, 9 Har-Tru Tennis courts, seasonal pool, snack bar and golf halfway house. Major renovations in the past 15 years have included a new grill room, locker rooms, pool complex, tennis building and three-story staff housing facility.

The club has an \$10.5 million dollar operating budget, with food revenues over \$1.3 million dollars and beverage revenues over \$350,000. The quality of golf and all food and beverage services are extremely high. As expected with a club of this caliber the initiation fee is at the higher end compared to other local clubs. The facility is open from April through November. Lunch and dinner are served five days a week during peak season, Wednesday thru Sunday. There are private functions, mostly golf related, during the entire golf season and they are generally held on Mondays and Tuesdays.

Job Details:

The Assistant General Manager reports directly to the General Manager.

The position of Assistant General Manager at Quaker Ridge Golf Club is responsible for and requires the following;

- Must be driven to provide a consistently, exceptional guest experience.
- Active participation in all Club operations including Clubhouse, Pool, Golf, Tennis and Property Maintenance.
- Overall management of food and beverage operations including a knowledgeable background in purchasing wines and a genuine desire to continually enhance wine lists keeping them desirable.
- Has a positive attitude and is professional in nature with a high degree of integrity, strong work ethic, and is able to handle an abundance of different scenarios on a daily basis.
- Strong leadership skills, tools and confidence in maintaining a cohesive management team of department heads. This includes the Executive Chef, Dining Room Manager, Bartender, Pool Director, Locker Room Attendants and Maintenance/Housekeeping Personnel.
- Works with the Golf Professional and Golf Course Superintendent concerning cooperative efforts surrounding planning, scheduling and implementing special events, outings and Club functions.
- Must be solid in decision-making and problem solving abilities.
- Experience in interviewing and hiring personnel who can best relate to and serve the membership. Responsible for developing a hands-on training program for service personnel and a system for following up to ensure consistency and quality.
- Must possess solid operational and financial skills with experience in budget development and ability to meet goals.
- Develop and maintain a professional relationship with Club committees and attend committee meetings as they are scheduled. Follow up on meeting decisions, gather required information and keep lines of communication open with Committee Chairs.
- Possess exceptional communication skills and excellent interpersonal skills and instinctively know how to make members and guests feel they are known, respected and appreciated.
- Assist in continuing a culture where all staff are committed to consistently providing excellent service to its membership.
- Efficient at Microsoft Office and Outlook. Attention to detail. Follow up and calendar management.

Candidate Qualifications

- A dedicated professional looking to present themselves in a first class operation and make that operation a reflection of their efforts.
- Prior management experience in a high end private club or food and beverage establishment with exceptional service.
- Possess a good sense of humor and the ability to have fun.
- An open and approachable personality with great verbal and written communication skills.
- Bachelor Degree in Hospitality Management preferred but not required.

Compensation Package

- Attractive and competitive benefit package commensurate with qualifications.
- Four weeks' vacation
- Health Benefits and Participation in the Club's 401k Plan
- CMAA dues and education expenses

Please send resume and cover letter to:

Bob Musich, CCM
General Manager/COO
gm@quakerridge.org

Quaker Ridge Golf Club
146 Griffen Avenue
Scarsdale, New York 10584