



**General Manager of Clubhouse Operations
Plainfield Country Club
Edison, NJ**

OUR RICH HERITAGE

Founded in 1890 as the Hillside Tennis Club, Plainfield Country Club has enjoyed a revered reputation among families and golf enthusiasts alike. The main course was designed by Donald Ross and opened in 1921. Sports facilities also include an expansive racquets facility with tennis, platform tennis, pickleball and squash courts, an aquatics center and the “West Nine” golf course. A renovation of the Historic Clubhouse was completed in 2019. The club prides itself as a “Family Country Club with World Class Golf”.

Starting in 2000, Plainfield Country Club has undergone an extensive course restoration and renovation program under the direction of architect Gil Hanse. “Giving back” and hosting Championships is a priority for PCC. Its history includes the 1978 U.S. Amateur, 1987 U.S. Women’s Open, the PGA Tour’s 2011 & 2015 Barclays (FedEx Cup Playoff events), the 2018 Junior President’s Cup and countless regional and state championships. Acting as the host of PGA Tour events generated millions of dollars for local charities, including PCC’s First Tee of Plainfield program. PCC is the first private country club in the U.S. to start and operate a First Tee program on its property.



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Position Description:

The General Manager of Clubhouse Operations will oversee and manage all services and activities for the Clubhouse, Aquatics Center and Course Halfway House, with the goal of consistently providing an exceptional experience for our members, their families and their guests. He/She will also be responsible for achieving the Club's critical financial objectives in regards to all food and beverage activity.

This position will report directly to Plainfield Country Club's Chief Operating Officer/Director of Golf, Scott Paris, PGA.

**Key areas of responsibility include:**

- Responsible for upholding the Plainfield Country Club mission statement and implementation of all Club policies and procedures.
- Recruit, hire, train, motivate, mentor and manage all Clubhouse (FOH), Aquatics, Locker Room, Security, Maintenance and Housekeeping staff.
- Provide a high level of service and hospitality.
- Oversee Events Coordinator efforts to recruit and execute weddings, parties and events.
- Define and oversee roles of all servers, banquet set up, bartenders, locker room staff, housekeepers, aquatics staff and front desk staff.
- Work closely with other departments to establish best practices and ensure that events and projects are executed smoothly and staffed appropriately.
- Collaborate with the Executive Chef for design of Ala Carte menus, daily specials, event menus and management of all food costs.
- Develop wine lists and bottle/glass wine sales promotion.

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- Regularly assess satisfaction levels for food quality, service and events.
- Maintain visible contact and interaction with PCC Members and guests.
- Create and monitor budgets for staffing, alcohol, supplies and housekeeping with approval of COO, CFO, and Finance Committee.
- Ensure adherence to all legal requirements, including but not limited to, wage & hour and federal/state/local laws pertaining to alcoholic beverages.
- Support recruitment and retention of all golf outings.
- Maintain close working relationship with the Executive Chef, CFO, Greens & Grounds Superintendent, Head Golf Professional, Director of Racquets, and all other Managers.
- Assist the Chief Operating Officer/Director of Golf in the preparation of budgets, including forecasting and review of all Food & Beverage revenues and expenses on a monthly, annual and as needed basis.
- Approve all appropriate weekly time cards, payroll, purchase orders and invoices.
- Assist with the Member communications process to include website, email, instagram, signage, etc.
- Attend all staff, management, house committee, finance committee, pool committee and other applicable meetings.
- Assist with New Member Orientation Program and integration to the Club.
- Manage daily opening/closing procedures of the Clubhouse, Pool and Halfway House facilities.

Experience / Qualifications / Skills:

Including, but not limited to, the following:

- Bachelor's degree from a four-year college or university is strongly preferred.
- Hospitality Management major is preferred.
- Substantial private club or hospitality industry experience including management and supervisory roles.
- Member of the Club Manager's Association of America and/or other professional associations.
- Excellent interpersonal skills that will result in strong member relationships.
- Strong leadership skills with proven experience in recruiting, managing and motivating staff.
- Able to communicate effectively and professionally in both verbal and written formats.
- Demonstrate analytical skills, attention to detail, creativity and innovation.
- Must work a flexible schedule to include nights, weekends and holidays.
- Ability to stand for extended periods of time and occasionally lift up to 50 lbs.
- Motivated to further develop skills.

Compensation and Benefits

The club will provide a compensation and benefits package commensurate with experience and qualifications. This includes but is not limited to:

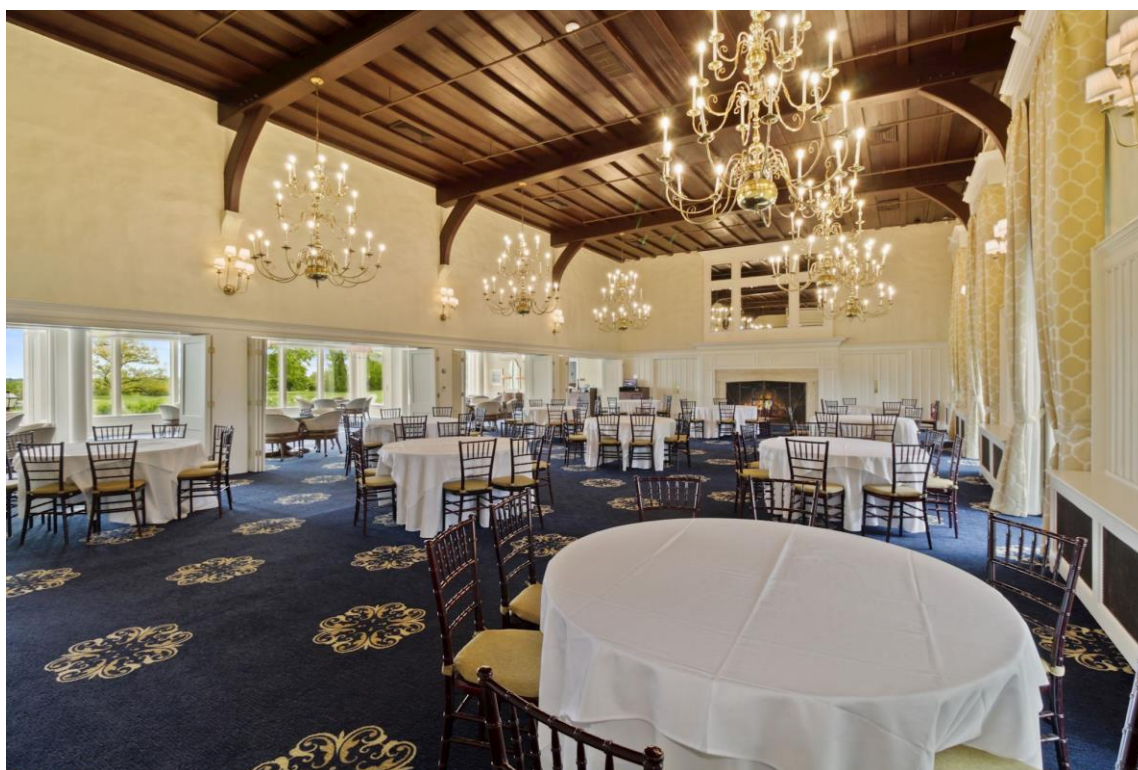
- Competitive Base Salary - (commensurate with experience)
- Significant Operations Bonus connected to PCC revenue and expense budgets.
- Benefits - 6 weeks Paid Vacation (4 weeks to be taken between January 1 and March 1), Health, Dental, Vision, Disability, Life Insurance, Meals, CMAA Dues, On-going Education and Cell Phone expenses.
- The Clubhouse is traditionally closed from January 1-March 1.

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Application Instructions

Please submit your cover letter, resume and references to Scott Paris, Chief Operating Officer/Director of Golf at scottp@plainfieldcc.com.



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