



Job Title: *Pool Cafe Bar Manager*

Reports to:  
Assistant General Manager (AGM)

Supervises:  
All snack bar staff FOH, supervises culinary staff in conjunction with the Executive Chef, as well as all bar staff at the pool snack bar.

Education and/or Experience  
Bachelor's degree from a four-year college or university; Hospitality Management major preferred. Member of Club Managers Association of America (CMAA) and other professional associations. Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.

Job Knowledge, Core Competencies, and Expectations

- Knowledge of management requirements for food and beverage.
- Must demonstrate appropriate analytical skills, attention to detail, and organizational skills
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform required role in emergency situations.
- CPR AED certified
- Tips certified

Job Summary (Essential Functions)

Job Tasks/Duties

- Assist with staffing and general operating procedures and other plans for the Pool Snack Bar and Bar
- Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained.
- Monitors internal cost control procedures.
- Plans and coordinates training and professional development programs for himself or herself and club personnel including all food & beverage staff working at the Pool Snack Bar.
- Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments.
- Maintains contact with members and helps to assure maximum member satisfaction.
- Participates in ongoing facility inspections at the Pool Snack Bar and Bar, to assure that cleanliness, maintenance, safety and other standards are consistently attained.

- Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the Pool Snack Bar and Bar Facility to new members.
- Monitors Pool Snack Bar and Bar labor; evaluates scheduled and actual labor hours and costs.
- In accordance and understanding of the budget- schedule front of house staffing/labor weekly/monthly, responsibly
- Researches new products and develops an analysis of their costs and benefits.
- Works with Human Resources Department staff to develop long-term staffing needs for the Pool Snack Bar and Bar
- May perform clubhouse opening and closing duties, including those related to security.
- Conducts training and other meetings with department staff.

*The Country Club of New Canaan will offer a competitive compensation and benefits package to include:*

- A weekly base that is open and commensurate with experience and annual performance bonus up to 10%. (May 15- October 1)
- Possibility of expanding to a year-round position and in the winter, months working in the clubhouse.
  - Then benefits would include CMAA membership, 401k (after the first year), health and life insurance, etc.

Send Resume To:

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