



# ASSISTANT MANAGER

FOOD & BEVERAGE • BALTUSROL GOLF CLUB

## POSITION SUMMARY

We're looking for a driven and talented person to join our Clubhouse team. In this role, you will assist in the management of the Club's renowned food and beverage operation. The Assistant Manager will cultivate a positive and energized environment for our staff while creating positive and memorable experiences for the Club's members. The Assistant Manager will report directly to the Clubhouse Manager and will gain hands-on experience overseeing one of the industry's leading clubhouse operations.

The Assistant Manager, as a strong and highly visible presence with the membership, must be an exceptional communicator, have excellent interactive personal skills, and have the maturity to know how to make members and guests feel that they are consistently being taken care of. They must convey these expectations to staff and motivate them to understand and execute those expectations.

## ABOUT THE CLUB

Founded in 1895, just minutes from New York City in northern New Jersey, Baltusrol Golf Club remains true to its founder Louis Keller's bold vision to create a world class golf club befitting America's leading city. Baltusrol's two championship golf courses, both ranked among the top 100 in America by several major publications, have played distinguished roles on the national golf stage since their creation by architect A.W. Tillinghast. The Club has hosted 19 major championships in its history, and will again welcome the world's best golfers when it hosts the 2029 PGA Championship. In 2014, Baltusrol was designated a National Historic Landmark in recognition of its legacy in American golf.

Over the course of its 128-year history, Baltusrol has also distinguished itself as an international leader in hospitality. In 2019, the clubhouse at Baltusrol was recognized as one of the greatest classic clubhouses in America by Golf Digest. Baltusrol has been ranked the #2 Platinum Golf Club in America by Club Leaders Forum since 2019, and was ranked the #6 Platinum Golf & Country Club in the World in 2024-25.

## PRIMARY RESPONSIBILITIES

- Manage dining areas and events including on-floor assignments, pre-shift meetings, and daily operations across all Club dining venues
- Develop and implement training programs for all food and beverage staff
- Produce a daily dining plan based on reservations, anticipated guest counts, and member needs.
- Ensure all staff adhere to the Club's standards for service and hospitality
- Oversee the hiring and onboarding of new employees, and provide staff with the resources necessary to succeed
- Hold daily pre-shift meetings with team
- Oversee the set-up appearance and cleanliness of the Club's dining venues
- Maintain a detailed and accurate Point of Sale system
- Coordinate food service between kitchen and service staff
- Work closely with the Events team to execute private and Club-wide events
- Produce reporting dashboards that track dining covers, family meals, menu performance
- Emphasize member engagement and be proactive in teaching the staff to anticipate member preferences
- Regularly greet members by name and ensure consistent and exceptional Baltusrol service
- Build a relationship with members through proactive and warm hospitality

## KEY ATTRIBUTES

- Effective team building and leadership skills
- Career path-oriented work ethic
- Ability to engage members through thoughtful attention to detail
- Extensive food and beverage knowledge and experience in a dining/food and beverage setting



- Strong planning and administrative skills
- Innate ability to connect and work with a diverse and talented staff
- Excellent communication skills
- Confidence to remain calm and make sound decisions in dynamic situations
- Ability to adapt to and enhance the Baltusrol experience

#### **CANDIDATE QUALIFICATIONS**

- Aspiring general manager in the private club industry
- Passionate hospitality leader with strong ambition and a personality that aligns with Baltusrol's brand
- Proven food and beverage leader who can manage their time and establish priorities to which they are accountable
- Extensive knowledge of wine, beer, and spirits
- Experience in multi-dimensional à la carte dining services, training, and service standards
- Positive attitude, strong work ethic, and can handle a fast paced, high energy environment and membership
- Strong verbal and written communications skills; comfortable speaking in front of a wide variety of groups

#### **EDUCATION & CERTIFICATIONS**

- College degree is preferred with a major in Hospitality and/or Business Management or an equivalent combination of related education and experience

#### **POSITION DETAILS**

- Full-Time, Salary
- Location: In person (Springfield, New Jersey)
- Must be willing to work a flexible schedule including some nights and weekends

#### **BENEFITS INFORMATION**

401(k) matching • Dental insurance • Disability insurance • Health insurance • Life insurance  
Vision insurance • Paid sick time and paid time off • Competitive pay • Free housing on Club property  
CMAA membership • Continuing Education Allowance • Career Development Opportunities

*We Consider Applicants for All Positions Based on Merit, Qualifications and Business Needs, And Without Regard to Race, Color, National Origin, Religion, Sex, Gender Identity, Age, Disability, Alienage Or Citizenship Status, Ancestry, Marital Status, Creed, Genetic Predisposition Or Carrier Status, Sexual Orientation, Veteran Status, Familial Status, Status As A Victim Of Domestic Violence Or Any Other Status Or Characteristic Protected By Applicable Federal, State, Or Local Law*

**Interested Applicants: Please send a thoughtful cover letter and resume to Phil Wheeler at [pwheeler@baltusrol.org](mailto:pwheeler@baltusrol.org)**