

**CLUBHOUSE MANAGER**

**COVELEIGH CLUB**

**RYE, NY**

Coveleigh's beautiful Georgian mansion was built between 1902 and 1904. In the early 1900’s the Wainwright family lived in the fifty rooms home and carriage house on 18.5 acres. The front exhibition tennis court was originally built for the family’s use. The ‘Coveleigh’ name was selected by Richard Tighe Wainwright, where Cove means a small bay and lea means a meadow.  
  
Coveleigh Club opened as a family club on December 9th, 1933, when six very determined and farsighted individuals believed the concept could survive in the midst of a depression. There have been many changes to the Club since then, but all kept the original purpose and history in mind, ensuring they maintained the charm, grace, elegance and warmth of the original family estate.  
   
To this day Coveleigh remains a family club, operated and maintained to offer a wide selection of facilities for its members. Over the decades, the Club added the lawn bowling green, boating facilities and the additional tennis courts. Cabanas have been updated, additional platform tennis courts added, the carriage house renovated to accommodate our growing tennis and camp programs, and the west porch was enclosed with all glass walls. The original formal gardens in the lawn adjacent to the shore were replaced by a pool in 1964, which in turn was fully renovated to a fabulous heated pool in 2016. The main ballroom underwent a full renovation and was completed in 2023.

**CLUBHOUSE MANAGER AT COVELEIGH CLUB**

The ideal candidate will work closely with the General Manager while overseeing all aspects of the Club’s operation. The primary focus for this position would be on the food and beverage operations in conjunction with our Dining Room Manager as well as our Communication & Event Coordinator with an opportunity to grow within the organization. The Clubhouse Manager will be a hands-on, visible, and engaging leader with a strong knowledge of food, beverage, wine, and service. Enhancing the Member and Employee Culture is of utmost importance.

**JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS**

It is the mission and intent of this position that the candidate will work collaboratively with the management team, Club Committees and Board of Governors while reporting to the General Manager. The Clubhouse Manager works closely with the various department managers to oversee all F&B operations while assisting with the planning and execution of Club events and activities related to F&B. This role will act as a main point of contact for private events and will work closely with the Communications & Event Coordinator.

**SUMMARY REQUIREMENTS**

To perform this job successfully, an individual must be able to execute each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and/or satisfy the productivity, performance or qualification standards for the position.

**ESSENTIAL JOB FUNCTIONS / REQUIREMENTS**

* Authentically engage membership
* Develop, implement, and maintain high service standards in all areas of the F&B operation
* Leadership of staff is essential – provide mentoring relationship to department leaders, work to develop talent and provide direction through coaching and training
* A high energy, dynamic leader with a skill set to lead all daily operations
* Experienced in food & beverage, bar, dining and catering operations
* Strong organizational, communication, interpersonal and leadership skills required
* An entrepreneurial approach to marketing with an emphasis on digital marketing
* High personal integrity, professional, driven, take-charge leader, problem solver, innovative, change agent, team player, sociable
* Excellent verbal and written communication skills
* Works closely with banquet staff to promote, attract, and execute social and private events
* Proficient in leading/directing the employee recruiting, hiring, onboarding, training and development process for all club functions
* Responsible for interviewing, hiring, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates; addressing complaints and resolving problems
* 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
* Enforces policies as described in our employee handbook
* Attends conferences, workshops, and meetings to keep current in our industry
* 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, recreation, entertainment, and other Club services
* Handles emergencies such as fires, accidents, and breaches of security or house rules promptly
* Emphasizes prevention through training, inspection and preventive enforcement
* Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services, lease agreements, or contracts to the Club
* Regularly stands, walks and sits
* Occasionally may climb, balance, stoop, kneel, crawl, crouch, taste, or smell
* Occasionally lifts up to 50 pounds
* Works indoors and in outdoor weather conditions
* Staff accountability
* Perform any other duties and/or tasks that may be assigned

**INCIDENTAL DUTIES**

The above list of essential job functions describes the general nature and level of work being performed in this job. It is not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.

**JOB QUALIFICATION STANDARDS**

* Bachelor’s degree preferred with a focus in Hospitality Management, or other related field of study
* In lieu of a degree, substantial private club or hospitality experience will be considered
* Excellent writing, grammar & proofreading skills
* Excellent communication and interpersonal skills
* Detail oriented with superb time management skills
* Minimum of 3-5 years of experience in a private club, luxury hotel or related hospitality setting strongly preferred
* Extensive knowledge of food, beverage, and wine
* A confident, team player personality & willingness to work collaboratively across multiple departments and projects
* Experience with Microsoft Office Suite, Outlook, Jonas, and major social media platforms required. This list will develop as technology develops.
* Ability to adapt to computer systems, programs and applications quickly and effectively
* Must be well-organized, detail oriented and a quick problem solver, capable of adapting to changes in real time while maintaining exceptional presentation and results
* Must be able to work effectively within a fast-paced and deadline driven environment, capable of managing several projects at once

**HOURS**

* Full-time position that, due to the nature of our business, requires availability to work weekends, nights, and holidays.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

* Must be able to reach, bend, stoop, stand, sit for long periods of time, independently walk stairs, and lift up to 50 pounds.
* Must be able to handle hot and cold interior and outdoor conditions.
* Independent mobility throughout the clubhouse and grounds.

**EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers a great work/life balance along with an excellent benefit and bonus package as described in our handbook including health insurance, eligibility for the employee holiday fund, 401K plan, vacation, paid holidays, and complimentary meals during working hours when our kitchen is operational.

**HOW TO APPLY**

Please submit the following attachments in Word or PDF format using the email subject: “**Clubhouse Manager**”:

* 1. A thoughtful cover letter communicating your qualifications and desire for this role
  2. A current resume

Ryan D. Keenan

General Manager

Coveleigh Club

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