



The Danville Golf Club



General Manager - Danville Golf Club, Danville, VA

Founded in 1916, we are the premier golf & country club in the region. Our amenities are as follows:

- Donald Ross designed 18-hole golf course which has hosted the Virginia State Open and other statewide tournaments. Champion Bermuda greens installed in 2017.
- A full service restaurant that is open 6 days a week for lunch and 4 nights a week for dinner (club closed on Mondays, no evening dining on Sunday or Tuesday)
- 200 seat ballroom, 50 seat formal dining room, 40 seat casual dining room, 2 private dining rooms and 2 bars.
- Outside patio with seating and gas fire pits overlooking the course.
- Fitness facility with 24-hour access offering treadmills, elliptical machines, rowing machine and free weights.
- Pool facility with separate pool house and snack bar.
- 4 outdoor tennis courts, looking to enhance usage.

We currently have 280+ members and are actively seeking to increase membership.

Job Overview

Responsible for all day to day operations of the club including food & beverage, pool, fitness, supervision of all club personnel, and will have a strong influence on golf operations. The manager works closely under the guidance of the Board of Directors to provide members and guests an exceptional club experience. We seek a creative and enthusiastic leader.

Duties

- A commitment to a management style that incorporates interacting with as many members, guests and employees as possible every day, being the "face" of the club.
- Continuously markets the club for events and F&B services to community organizations and businesses.
- Works with Board and existing members to recruit new members and develops member retention practices.
- Leads social media presence including a bi-monthly newsletter.
- Develops, implements and monitors the \$1.6M budget assuring that revenue and expense goals are attained.
- Assures effective orientation and training of new staff along with supervision, development and discipline of existing employees.

- Ensures that any necessary repairs and preventative maintenance is done for all club buildings and assets.
- Participates in outside functions and activities deemed appropriate to enhance and develop skills while actively promoting the club.
- Ensures that all legal requirements are consistently adhered to, including employment requirements, alcoholic beverage law, food sanitation, etc.
- Personally handles member and guest complaints and advises the Board of Directors about appropriate corrective actions taken.
- Works with culinary staff to determine creative and popular menus and selling prices that offer value to our members while ensuring a profitable bottom line.
- Suggests and helps guests plan menus for catered events and oversees the development of event contracts.
- Supervises inventory management and cost control through purchasing, receiving, and calculating usage for all food service.
- Performs other job duties as assigned

Candidate Qualifications

High school diploma or equivalent is required along with a minimum of 5 years of related, progressive experience. A college or vocational degree or post-secondary certificate is favorable. Experienced in country club or golf club operations or a similar food & beverage position. Experienced in establishing and maintaining budgets and accounting procedures. Knowledge and appreciation for the game of golf. Understanding of golf course maintenance to a level necessary to provide oversight to our Greens Superintendent. Excellent interpersonal communication skills in both written and verbal formats. A valid driver's license and good credit score are required. Computer skills to proficiently use Office Suite and club point-of-sale/accounting software. Jonas POS experience considered a plus.

Compensation and Benefits

Salary Range will be commensurate with qualifications and experience. Benefits are to be customary with this position.

Application Instructions

The position will remain open until filled. Applications should include a cover letter with salary requirements, resume and a minimum of two references in Word or PDF format to:

Chris Adcock, President
lump_vt@yahoo.com