



The Country Club of Virginia

Assistant Clubhouse Manager – James River

Club Profile

The Country Club of Virginia is a full-service private club located in Richmond, Virginia. CCV is perpetually recognized as one of the top clubs in America as a result of its remarkable membership, world-class facilities, and exceptional staff.

The club's 7,600+ members support 1,111 acres containing two outstanding clubhouses situated seven miles apart, 54 holes of golf, racquet sports, fitness, aquatics, and multiple dining outlets and special event venues. In season, CCV employs a staff of more than 600.

CCV is the host site of the 2016-2019 PGA TOUR Champions Dominion Energy Charity Classic golf tournament.

As a not-for-profit club with a \$30 million operating budget, CCV has a very strong financial position, with meaningful capital reserved for regular reinvestment in and expansion of its facilities. The Club's conservative fiscal policies and strong membership base allow for achievable financial expectations and provide operating budgets consistent with its high standards.

The Club has a strong commitment to its food and beverage operations. With eight restaurants and 6 full kitchens, CCV strives to offer elegant, yet relaxed, Southern hospitality across a broad spectrum of food service settings and styles.

The James River Clubhouse

The James River property is the golfing center of the Club, with a pro shop and two golf courses, each with its own practice facilities, on its property. The James River campus is also home to a large clubhouse which includes three member dining rooms, two snack bars, locker rooms, offices, and support facilities. A la carte lunch and dinner, along with golf outings and banquets, make up the \$1.2 million in annual revenue generated at James River. The club also has substantial areas devoted to wildlife and boating activities, including a boat landing and boat storage.

The Position

The Assistant Clubhouse Manager has responsibility for all day-to-day activity at the James River location, with the exception of golf. The position supervises a staff of 35, and works closely with the Clubhouse Manager and Operations Manager, as well as the Culinary, Golf, and Marketing/Special Events departments.

In addition to the principal emphasis on food and beverage, security, housekeeping, and facility maintenance are key areas of responsibility. The position offers substantial exposure to all facets of clubhouse operations and is considered an excellent grooming opportunity for a manager who aspires to be General Manager of a private club.

Key Expectations and Goals

- Staff leadership, development, and motivation
- Communication and execution of a compelling vision for the restaurant
- Creative and fresh ideas and products reflecting the trends of our market and of other platinum clubs, both for Ollie's and for the beverage program
- Consistency in the beverage program and buying practices
- A beverage program that is both appealing to the members and profitable to the club
- Enthusiastic interaction with the members with a strong focus on hospitality and excellent service
- Prudent forecasting, budgeting, and planning

Ideal Candidate Profile

The ideal candidate will have a proven ability to train and develop a first-rate service team, understand and perform to budgets, and implement controls as needed. A systems and process orientation and solid administrative skills are essential. High standards and expectations, along with passion and maturity, are important traits.

Education and Experience

Minimum of 2 years' upscale hospitality management experience leading a team of 10+ Hospitality degree preferred, private club and banquet experience a plus

Richmond, Virginia

Richmond is being recognized as a great food city, boasting some of the East coast's most renowned chefs. Richmond is also known as a great place to live, with mountains, beaches, and the nation's capital each within a two-hour drive. Ranked #24 in U.S. News & World Report's "Best Places to Live in the USA," Richmond is the only city in America with whitewater rapids running through its downtown district. The metro area features more than two dozen craft beer breweries, and countless wineries are nearby as well. Numerous museums, festivals every month of the year, and Civil War historical sites round out the local attractions.

Compensation/Application

Salary commensurate with experience; other benefits include 401(k) retirement plan with employer contribution and match, fully paid life and long-term disability insurance, flexible spending account, and partially paid health and dental insurance. Interested individuals should complete the online application in full and attach a resume and cover letter. Visit www.theccv.org to apply.

CCV conducts post-offer drug tests and criminal background screenings.