

CLUBHOUSE MANAGER JOB POSTING & JOB DESCRIPTION

Title of Job: Clubhouse Manager

Location: Almaden Golf & Country Club - San Jose, CA

Start Date: August 2025

ABOUT ALMADEN GOLF & COUNTRY CLUB

Established in 1969, Almaden Golf & Country Club is a premier private, member-owned club located in the beautiful Almaden Valley of San Jose, California, nestled in the foothills of the Santa Cruz Mountains. The Club boasts an 18-hole championship golf course, clubhouse, tennis courts, pickleball courts, bocce courts, swimming pavilion, fitness center, Golf shop, full-service dining, and banquet/event amenities. The Club includes an active membership with a robust calendar of events, a fantastic family atmosphere, and a strong sense of community.

CLUBHOUSE MANAGER POSITION OVERVIEW

We seek a dynamic and highly experienced Clubhouse Manager to lead in this leadership role, being responsible for overseeing Food and Beverage, Banquets and Events, Housekeeping, Building Maintenance, Racquet Sports, Aquatics, and other non-golf-related outside activities and operations. Reporting directly to the General Manager/COO, the Clubhouse Manager is a visible, hands-on leader who plays a well-rounded role in delivering high-level hospitality throughout multiple areas of our club.

Significant to the new Clubhouse Manager's success is the ability to understand the unique nature of our family-oriented full-service country club. A key to his/her success is "putting members first" and recognizing that a strong foundation in providing staff support, mentorship, clear direction, "walking the talk," and "being present" is achieved in a natural, sincere, and engaging style. This position is well-suited for a dynamic hospitality professional who brings a disciplined, execution-focused mindset to daily operations.

CLUBHOUSE MANAGER RESPONSIBILITIES & DUTIES

The following responsibilities & duties are but not limited to:

- Gain the trust of the team members, as well as evaluate and continue to develop, train, and mentor the clubhouse and catering team while promoting fairness and consistency within and upholding standards of excellence.
- Continue to focus on delivering consistency and the highest quality in member experiences and service.
- Become familiar with and take ownership of the food and beverage, building maintenance, housekeeping, front desk, catering & events, racquet sports, aquatics, non-golf related outside activities, social media & communication operations, clubhouse operating budgets, ensuring that revenues and expenses are in line with projections while upholding standards of excellence and being a financial steward.

- Create a culture of empowerment and accountability amongst the department heads that report directly to you while taking ownership of Clubhouse operations. Build synergy among key team leaders and ensure that all are executing their roles per the Club's mission and vision.
- Develop an operating budget for each department that reports directly to you; after approval, monitor and take corrective action as necessary to help assure that budget goals are attained.
- Assures that all standard operating procedures for revenue and cost control are consistently utilized in departments directly supervised.
- Maintain point of sale system operation, information systems, communication systems (i.e., club email announcements, website), general updates, etc.
- Ability to work effectively with General Manager, Department Heads, as well as member-led committees.
- Experience leading, recruiting, interviewing, hiring, onboarding, training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining team members (year-round and seasonal); addressing member and staff complaints and resolving problems.
- Ability to be an independent, self-starter requiring minimal supervision.
- Ability to work effectively with General Manager, Department Heads, as well as member-led committees.
- Opening/closing clubhouse duties as scheduled is required.
- A 40+ hour work week including weekends and holidays is required.
- Performs other duties as required by the General Manager/COO.

REQUIREMENTS

The ideal candidate will be a successful, highly visible hospitality professional at a top-tier club or other luxury hospitality environments known for exceptional experiences.

- Proven experience in multi-departmental leadership within luxury hospitality or private club environments.
- Highly organized with exceptional attention to detail and strong task management skills.
- Demonstrated ability to streamline processes and enhance operational efficiency.
- Strong foundation in Food & Beverage operations, including the ability to capture and analyze data to track key performance indicators (KPIs).
- Experience in successfully managing and developing high-performing teams of 60+ employees is required, while encompassing mentoring, training, and leadership.
- Excellent oral and written communication skills.
- Opening/closing clubhouse duties as scheduled is required.
- 40+ hour work week including weekends, holidays, early mornings, and late nights is required and essential in the role of Clubhouse Manager.
- Experience in managing or assisting with multi-million-dollar remodel, Repair/Maintenance, and/or new construction projects.

- Project management skills with experience in clubhouse remodel, large-scale capital improvement projects, and successful management of repair/maintenance of deferred maintenance for completion in a timely fashion.
- Strong experience in creating, implementing, managing, and sustaining multi-million-dollar operating budgets is required.
- Possess a deep knowledge of active club operations, with firm F&B expertise, strong financial acumen, strong facility/building management, and an appreciation of modern “performance management systems” and technology.
- Active involvement in CMAA or similar organizations, where he/she has a strong peer network and can stay actively abreast of the industry trend, and opportunities, enabling AGCC to remain relevant and proactive for its members and staff.
- The ability to lead in a busy operation. The Club plays over 45,000 rounds of golf each year, has a vibrant social program, and supports an exceptional number of ‘clubs within the club’ that require focus and attention, demanding a consistently high level of execution.
- He or she has proven executive leadership experience in the private club industry, preferably as a Clubhouse Manager, Assistant General Manager, or an executive-level professional from other high-end hospitality industries (e.g., upscale restaurants or hotels/resorts).

CANDIDATE QUALIFICATIONS

- A minimum of 6+ years of progressive leadership and management experience at a high-quality, private, member-owned country club with multi-dimensional operations or expertise outside the private club industry, such as in hotels, resorts, or high-end restaurants with similar dynamic, quality, and relevant operations.
- A Bachelor of Science degree (or equivalent) from an accredited college or university, preferably in hospitality management.
- A CCM and/or CCE designation or similar accreditation outside of the club industry is preferred.
- The club will consider experienced clubhouse managers, well-mentored assistant managers, and executive-level professionals from other hospitality industries (e.g., upscale restaurants or hotels) for this role.
- Demonstrates a verifiable record of strong and intuitive staff mentoring and has cultivated a ‘workplace of choice’ employee environment in every operation led.
- Shows a strong history of success and a deep understanding of quality Food & Beverage operations, including revenue growth, training, innovation, creativity, and developing a robust service culture.
- Exhibits a proven track record of delivering excellent high-level service quality in facility management, building maintenance, housekeeping, front desk, catering & events, racquet sports, aquatics, non-golf outside activities, social media & communication operations, and clubhouse operating budgets through short-term and long-term strategic planning.

- Technologically proficient, with a thorough understanding of best practices for leveraging technology to enhance 'high touch' service delivery to members and to manage and lead operations more effectively.
- Excellent human relations skills, with talent for motivating, mentoring, and empowering their staff. Possesses a "first one in and last one out" type of management skill.
- Ability to function under pressure, set priorities, and adjust to changing conditions.
- Candidate must possess a passion for providing high-quality member service, and a commitment to exceeding expectations by setting operational standards, benchmarks, and daily inspection of all services.
- The ideal candidate is a team player who puts their team, members & club before themselves, dedicated to providing an exceptional Member & Employee experience.

EDUCATIONAL REQUIREMENTS

- A Bachelor of Science degree (or equivalent) from an accredited college or university, preferably in hospitality management.
- A CCM and/or CCE designation or similar accreditation outside of the club industry is preferred.
- In lieu of the degree, substantial private club or hospitality experience will be considered.

COMPENSATION AND BENEFITS

- \$165,000 to \$180,000 annual salary, based on qualifications and experience
- Bonus Potential
- Accrued Vacation, Sick, and Holiday pay
- Health, Dental, and Vision Insurance, Plus Life Insurance
- Association Dues & Education Allowance

DATE POSITION AVAILABLE

- August 2025

HOW TO APPLY

Interested and qualified applicants should email their resumes and cover letters to General Manager/COO Rigo Headley, CCM at Rheadley@almadengcc.com.