

We are looking for a General Manager to lead our Yacht Club, which operates from February through December. This is a year-round role. Our ideal candidate is energetic and sociable, with proven experience in hospitality and club management. You will be the face of our Yacht Club, understanding the needs of boaters while efficiently managing our bustling food service operations. The GM will report directly to the Commodore and work closely with the House Committee to ensure smooth operations.

## **RESPONSIBILITIES**

- Responsible for the daily administrative, financial and program operations of the club.
- Overseeing all facilities, both in the summer and the off-season; coordinating contracted work, repairs and maintenance.
- Managing the food and beverage program. Making sure controls are in place to assure consistent food quality within budget, managing POS (or other club management system) and restaurant safety and hygiene.
- Recruiting, hiring and managing a full-season and summer employee roster; conducting staff training and establishing performance standards with a goal of consistently exceeding member expectations.
- Interview, select, train, supervise, counsel and discipline all employees in the department.
- Provide, develop, train, and maintain a professional workforce. Ensure all services to members are conducted in a highly professional and efficient manner.
- Contracting and managing relationships with all key vendors, establishing and monitoring purchasing procedures and compliance.
- Develop policies and procedures to enhance and measure quality; continually update written policies and procedures to reflect state-of-the-art techniques, equipment and terminology.
- Ability to interact positively with commodore, board of governors, house committee, coworkers, members, and the public to promote a team effort and maintain a positive and professional approach.
- Ability to produce a high volume of work in a timely manner, which is accurate, complete, and of high quality.
- Manage communication with members through newsletter, calendar, social media, email; continuously updating the club website; regularly communicating with members.
- Working with volunteers to organize and coordinate major events at the club, such as regattas, club functions, entertainment and visits by cruising yacht clubs; securing member-sponsored events to increase revenues; reaching out to other local clubs with reciprocal privileges as well as maritime organizations to use our club and view it as an important community asset.
- Working with staff and officers to develop the club's annual operating and capital budgets; managing to approved budgets; providing financial analysis and reporting.
- Attending meetings of committees, officers and the board as scheduled.
- Perform other duties as directed.

## **REQUIREMENTS**

- Minimum of 5 years Food C Beverage, Hotel, and/or Club Management is preferred.
- Skills should include marketing insight, excellent written and verbal communication abilities, and competency in computer technology with emphasis in web-based applications, finance, and personnel management.
- Lifting heavy objects weighing up to 50 pounds. Physical work required when employee shortages occur or to ensure the smooth flow of the club's operation.
- Requires extensive walking, and subject to wet floors and extreme changes in temperature and noise.

## **BENEFITS**

- Competitive Salary + Bonus
- Benefits – medical
- 401k

Interested candidates should email a resume to Christine Dickerson with Gecko Hospitality at [christine.dickerson@geckohospitality.com](mailto:christine.dickerson@geckohospitality.com).