



Founded in 1914, the Country Club of Fairfield is situated on 115 acres on Sasco Hill overlooking Long Island Sound and Southport Harbor in the affluent residential area of Fairfield, Connecticut. This family oriented private Club is known for its informal, relaxed “New England” setting and prides itself on terrific sports and family programming opportunities. In addition to the Main Clubhouse, there is a Beach Club with a private beach which becomes a popular destination for casual dining and swimming from Memorial Day to Labor Day. Other amenities offered are the waterfront 18-hole Seth Raynor designed golf course, nine outdoor tennis courts, four paddle courts with brand new paddle hut; golf and racquets pro shops, swimming pool, private beach with seasonal locker rentals, and a six-week summer youth camp at the beach. There are currently 400 members with 160 staff members in the height of season. Gross revenues total \$8.0 million. The golf course hosts approximately 15,000 rounds annually, F&B sales are \$1.6M from all outlets, with 60% a la carte/beach, 20% member functions and 20% private parties. The Main Clubhouse is operational year-round with the exception of the January shutdown. The Club offers dinner four nights per week year-round, and lunch 5 or 6 days per week, varying seasonally. The Beach Club is operational 7-days a week from Memorial Day until the weekend after Labor Day, offering lunch service daily and dinner two nights per week in July/Aug.

The Club has recently completed a multi-year \$22M project consisting of complete razing and reconstruction of the 20,000 SF Clubhouse, and a separate Golf Pro Shop, which both opened in

June 2021. The final phase, consisting of a new 1,500 SF Paddle Hut and a new 4<sup>th</sup> paddle court opened recently in late 2023.

The current incumbent in the role started in 2020 and was part of the opening team of the new Clubhouse, focused on expanded staffing, new programming and a measured growth in catering and events. The current AGM has recently been recruited and accepted their first General Manager position.

**Job Title: Assistant General Manager (AGM)**

**General Description of Position Responsibilities:** The Assistant General Manager is directly responsible for the activities of the service areas of the Clubhouse and Beach Club which includes all member dining and special events, halfway house, general housekeeping and maintenance/repair, locker rooms, and security.

The AGM is responsible to enhance and oversee the training programs for food and beverage service personnel, to emphasize service standards and a system to monitor and improve service quality and efficiency. The AGM directly supervises the duties of the Clubhouse/Dining room manager, provides direct oversight of the beverage program, is the main contact for banquets and event planning, oversees housekeeping and both locker rooms. The AGM is responsible to develop and maintain an effective program of employee recognition and respect to ensure a high degree of employee morale.

The AGM is required to maintain a high level of daily member engagement. The successful candidate should be comfortable and confident in this high visibility role.

The AGM works closely with the Executive Chef and other department heads including the Head Golf Professional, Tennis and Paddle professionals, Grounds Superintendent and Controller daily to coordinate and lead the activities of the clubhouse, tournaments, and special events.

The AGM is the key staff contact to the House Committee, and leads the management discussion at all House Committee meetings, to include the preparation of written reports and proposals. The AGM directly plans, administers, and manages private member-hosted social events and parties. The AGM oversees all Member sports-related functions and seasonal events, booking bands and entertainment for all tournaments, special events, and holidays.

Administrative responsibilities include preparation of operating and capital budget requests for all departments/activities under position's control. This includes regular monitoring of labor costs and all operating results, preparation of variance reports, and development of corrective actions when needed. AGM is responsible to monitor cost of goods sold and recommend changes in pricing or adjustments to offerings in order to achieve desired margins. AGM is responsible for all supply and expendable inventories for their departments, including china, glassware, silver, paper products, linens/towels, and staff uniforms.

AGM direct management reports include: Clubhouse/Dining Manager, Maintenance Manager, and Beach Manager. Direct Employee reports include: Housekeepers, Locker Attendants, and Security Personnel.

**Candidate Qualifications:**

A four-year degree (preferably Hotel/Restaurant/Club) or Business Management (5) years related experience and/or training; or equivalent combination of education and experience is preferred. A person with strong interpersonal skills, a commitment to service, and a personal and professional self-confidence to lead others is critically important. Candidates should have strong communication skills; both in creative and critical writing and the ability to speak effectively before small groups of members, guests and/or employees of the club is important. Candidates are expected to have the ability to use standard accounting, word processing, and presentation software in preparation of reports, studies, analyses, and related administrative duties. A general understanding of standard point of sale computer systems specific to the Club industry is beneficial. The Club currently uses Jonas for back office accounting, POS, Email marketing, website and app.

A competitive salary will be offered commensurate with the job's responsibilities and the individual's experience and qualifications. Prior work experience in private clubs/hospitality is preferred. Benefits include health and life insurance, vacation/PTO, 401k in accordance with the club's benefits program eligibility, and CMAA membership and continuing education. The position is available immediately.

**Please send resumes to:**

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