

Title: General Manager

Job Function: General Manager Private Yacht Club

Location: Oxford, MD

Status: Full Time/ On Site

Employer: Tred Avon Yacht Club, Inc.

The Tred Avon Yacht Club, Inc. (“TAYC” or the “Club”) is a recreational sailing club established in 1931. The Club’s mission is to encourage interest in sailing and racing of various classes of yachts, the education of the children of its members in sailing and in the rules of good sportsmanship, and the cultivation of social and friendly contacts among its members. More information about the Club can be found at: <https://tayc.com>.

Responsibilities:

TAYC seeks a General Manager who will support the Club’s members, Board of Governors, and Officers in the execution of its mission as follows:

1. Manage all aspects of the Club, including its activities and the relationships between the Club and its Board of Governors, members, guests, employees, community, government, and the sailing community.
2. Supervise accounts receivable, accounts payable, bookkeeping and record-keeping functions of the Club in accordance with the direction provided by the Club’s Treasurer and support the implementation and monitoring of the Club’s budget.
3. Oversee the Club’s facility and equipment and offer effective leadership and direction to its staff.
4. Manage and monitor quality of all aspects of sailing events, food and beverage service and other Club functions.
5. Oversee food service data management including dining reservations, covers and average check, menu mix, menu engineering.
6. Ensure adherence to and compliance with all health, safety, liquor consumption, and all other food and beverage regulations.

7. Provide support to the Officers and Board of Governors with respect to construction, alterations, maintenance, materials, supplies, equipment, and services not otherwise provided in approved plans or budgets.
8. Maintain overall appearance of the operation and understand the need to be consistently “member ready” in both appearance and service.
9. Give direction to and collaborate closely with vendors, outside contractors, and other firms or individuals providing goods or services to the Club.

Qualifications

1. Superb customer service experience and interpersonal skills and strong communication skills, both written and verbal.
2. Ability to understand and utilize financial reports and legal documents to conduct Club business.
3. Ability to lead by example and to work with people with a wide variety of interests and opinions, and to handle conflicting situations.
4. Ability to multi-task, demonstrate organized thinking, and act as an excellent problem solver.
5. Ability to organize voluminous and complex information such as computer files, business records, and Club archives such that information is readily locatable and available by others.
6. Proficiency with computers; ability to navigate and use Microsoft Office Suite, QuickBooks, POS, and other platforms used in Club business.
7. Minimum of five years’ management experience in the Hospitality industry at a private club or hotel/resort preferred.
8. Associate or bachelor’s degree in hospitality management, or Certified Club Manager preferred.
9. Sailing and/or boating experience desirable, but not necessary.

PHYSICAL DEMANDS:

1. OSHA Requirements: Ability to lift, push upwards of 35 pounds regularly; ability to stand for extended periods of time; ability to tolerate all seasonal weather conditions with indoor and outdoor activity.
2. Good manual dexterity required for the use of common restaurant, bar and office equipment, such as computers, calculators, copiers and scanners.
3. Ability to communicate orally with members, customers, and other co-workers, both individually and in front of a group. Regular use of the telephone for communication is essential. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents.
4. Must be eligible to work in the U.S. without sponsorship

Salary

Commensurate with experience

Equal Employment Opportunity

Tred Avon Yacht Club is an Equal Opportunity Employer. It is the policy of the Club to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

Send resumes to:

tredavonycsearch@gmail.com