JOB DESCRIPTION FOR: ASSISTANT MANAGER, ATHENS COUNTRY CLUB

1. **Reporting Relationship:** The Assistant Manager reports directly to the Clubhouse Manager.

2. **Summary:** The Assistant Manager oversees all banquet activities at the club to include staffing, training, scheduling. This position is responsible for the follow through, including set up and execution, of all banquet services and special events. Supervises room set-ups, ensures service standards are maintained and demonstrated, supervises the clean-up of all banquet functions. The Assistant Manager should review all banquet event orders to determine appropriate staffing levels, room and station assignments, and should communicate any and all changes to staff and the kitchen as appropriate for adjusting.

3. This position will also perform tasks as directed by the Clubhouse Manager, such as supervising and assisting as needed in the club’s dining rooms, and any other tasks as delegated by the Clubhouse Manager. Cross-training in the club’s a la carte dining procedures will occur.

4. Attention to detail is a critical element of the Assistant Manager’s position, as is a strong work ethic. Effective communication skills, both written and oral are necessities. Excellent organizational skills must be in evidence. Constant and accurate communication must be maintained between all departments (kitchen, staff, the Banquet Coordinator, Clubhouse Manager, General Manager, Reception, etc.) regarding events and challenges or changes that are experienced.

5. The Assistant Manager will work in tandem with the Clubhouse Manager to develop and maintain policies, procedures and quality standards within the Banquet department, utilizing a continual improvement approach to ensure a high quality, cost effective and member-focused operation. He/she must make sure that the proper information on operation requirements are properly communicated, delegated and distributed amongst the staff.

6. Responsibility for the creation of employee schedules is taken on by the Assistant Manager, as are evaluations, and all employee paperwork within the banquet department. The Assistant Manager must assure that the actions of hired staff, including evaluations, disciplinary actions and dismissals are handled fairly, professionally, confidentially, and that they adhere to the club’s protocol, and have the approval of the Clubhouse Manager.

7. The Assistant Manager must attend weekly Food and Beverage meetings and should relay all relevant information to staff.

8. **Qualifications:**
   A minimum of two years’ experience in private club banquet management is desired.
   A four-year degree in hospitality management or a related field is preferred.
   Computer literacy is required, particularly in Microsoft programs, POS systems and familiarity with Club Connect or a similar program.
   Knowledge of fine dining, a la carte, formal dining and white glove practices is preferred.

**Other Particulars:** This is a salaried position and is equal to an Assistant Manager’s position within the club’s hierarchy. Salary will be commensurate with experience. Benefits include health care insurance at significant savings; 401-K. A background check will be required.
About the Club:

Athens Country Club was established in 1926.
Number of Members: 800+  Average Age: 58
Ownership: Member Owned
Gross Dollar Volume: $6,500,000 (includes dues)
Annual Dues Volume: $3,101,000
Annual Food Sales (excluding banquets): $791,000
Annual Banquet Volume/Sales: $620,000
Annual Beverage Sales: $432,000

Other: 18-hole Donald Ross Course and a 9-hole George Cobb Course
12 outdoor tennis courts (9 hard, 3 clay), all lighted
Olympic-size swimming pool, zero-entry baby pool
Formal Dining, Informal Dining, Men's Grill, Pool Snack Bar, Lounge
Fitness Center
Men's and Women's Locker Rooms
Grand Ballroom has a capacity of 350

Please send cover letter and resume to:

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