



Director of Chevy Chase Country Club Wheeling Park District

Contact Name: Annie Gonzalez

Contact E-mail: agonzalez@wheelingparkdistrict.com

Contact Phone: 847-465-7761

Closing Date:

Salary: 110,000 - 138,000

Description:

Full-Time Job Opportunity

Director of Chevy Chase Country Club

Job Summary:

The Director of Chevy Chase Country Club oversees all aspects of the facility operation and coordinates/administers the policies and procedures as defined by the Wheeling Park District. Areas of oversight include Event Sales, Golf Operations, and Food & Beverage at Chase Country Club. This is a Full-time onsite position. However, due to the nature of hospitality management, extended daily and weekend hours are to be expected. Must be accessible via phone or email when off premise. Must attend bi-monthly evening Board Meetings.

Direct reports include Food & Beverage Manager, Executive Chef, Event Sales, Golf Operations Manager, and Superintendent of Greens.

Major responsibilities include (but are not limited to):

- Implementing and maintaining the budget
- Hiring, training and supervising all key staff members
- Monitoring the quality of the property's products and services,
- Ensuring maximum guest satisfaction
- Securing the property's assets, including equipment.

Qualifications:

Graduate of a college or university with a Bachelor's Degree in Hospitality Management, Business Administration, or related field is strongly preferred.

Must have a minimum of ten (10) years of full-time related experience and a minimum of five (5) years supervisory or administrative experience in Facility Management of a revenue producing operation. Public sector experience is preferred.

Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A valid Illinois Driver's License and acceptable driving record is required.

Supervisory Responsibilities:

Direct reports include Food and Beverage Manager, Executive Chef, Event Sales, Golf Operations Manager, and Superintendent of Greens. The Director of Chevy Chase Country Club will administer all supervisory responsibilities in accordance with the Park District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsibilities:

- Develops, maintains and administers a sound business and organizational plan for the property.
- Ensures the highest standards for food & beverage events, golf and other services.
- Analyzes financial statements relative to budgeted goals and takes corrective measures as necessary.
- Prepares and/or directs the preparation of board summaries, monthly reports and periodic special reports.
- Participates in outside activities that are appropriate to enhance the presence of the facility within the community.
- Ensures all quality and cleanliness standards including, but not limited to, employee hygiene and uniforms, equipment storage areas, chemical and fertilizer storage areas, receiving areas, staff and public areas, etc.
- Manage the ordering and receiving program to maintain proper inventories of supplies to ensure proper quality and price on all purchases while adhering to annual budget parameters.
- In conjunction with the Executive Director, promotes, organizes, and stimulates good relationships with special interest groups and affiliate organizations.

Schedule and Pay:

The Director of Chevy Chase Country Club will have varying hours. General hours of duty will be approved by the Executive Director for various seasons of the year.

Target hiring range is \$110,000 - \$138,000, DOQ (dependent on qualifications).

Benefits:

In exchange for your time and talent, we offer a generous benefits package including:

- Medical Insurance (Blue Cross Blue Shield HMO, or PPO)
- Dental Insurance
- Vision Insurance
- Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Section 125)
- Eight (8) Paid Federal Holidays
- Paid Vacation
- Four (4) Floating Holidays
- Twelve (12) Paid Sick Days

- Tuition Reimbursement
- Incentivized Wellness Plan
- Health & Fitness Membership
- Outdoor Pool Membership
- Program and Facility Discounts

Apply Today!

www.wheelingparkdistrict.com

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/default.aspx?Category=Chevy+Chase+Country+Club>

Please include Cover Letter and Resume

The Wheeling Park District is an Equal Opportunity Employer, and participates in E-Verify.