

General Manager
The Polo Fields Golf & Country Club
Ann Arbor, Michigan 48103

Club Organization

Designed by William Newcomb and opened in 1995, The Polo Fields Golf & Country Club is an 18 hole non-equity, private golf course, located in Ann Arbor Michigan

The clubhouse features banquet space for approximately 200, a casual “Grille Room,” and a patio that overlooks the golf course

Additional amenities include a driving range, short game area, practice putting green, paved cart paths, and an indoor golf simulator. The Polo Fields also offers tennis courts, a resort style pool, and a 2,000 square foot fitness center.

Polo Fields Golf & Country Club

Annual Revenues	\$3.1 Million
Food & Beverage	\$1.2 Million 50% Ala Carte/50% Banquets

Current Membership
Approximately 400
40% of which are social neighborhood families

Number of staff in peak season-75-90

Position Overview

The General Manager will report directly to the club owner and will be responsible for the organizations operations, long range growth and stability. The General Manager will direct and oversee the day-to-day operations of the club, monitoring the quality of its staff, services and amenities to ensure member and guest satisfaction. The General Manager coordinates and administers the club’s policies as defined by the owner and develops operating policies and procedures. He/She directs the work of all department managers, implements and monitors the budget, monitors the quality of the club’s products and services, and ensures maximum member and guest satisfaction. Secures and protects the club’s assets, including facilities and equipment. Ultimately responsible for total Membership count, Quality, Profitability and, long term reputation and viability of the club.

Supervises

Director of Sales & Membership, Controller, Head Golf Professional, Grounds Superintendent, Food & Beverage Director, Executive Chef

Responsibilities

Implements general policies established by the Ownership

Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.

Coordinates the development of the club’s long range and annual (business) plans.

Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.

Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.

Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.

Welcomes new club members; “meets and greets” all club members as practical during their visits to the club.

Know all Club Members by name.

Consistently assures that the club is operated in accordance with all applicable local, state and Federal laws.

Oversees the care and maintenance of all the club’s physical assets and facilities.

Coordinates the marketing and membership relations programs to promote the club’s services and facilities to potential and present members.

Ensures the highest standards for food, beverage, golf, membership, and other club services.

Reviews and initiates programs to provide members with a variety of popular events.

Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary.

Works with subordinate department heads to schedule, supervise and direct the work of all club employees.

Participates in outside activities that are judged as appropriate and approved by the ownership to enhance the prestige of the club; broadens the scope of the club’s operation by fulfilling the public obligations of the club as a participating member of the community.

Requirements

The General Manager should be experienced in all areas of club administration. He or she will have a proven background in a leadership role and show demonstrated accomplishments in effectively managing club operations. A minimum of 3 years as a General Manager or Assistant General Manager in a comparable club is preferred.

A Hospitality or Business Management or related degree preferred.

Compensation & Benefits

- Base salary and performance bonus potential
- Professional dues and education expenses with the emphasis on continuing education
- 401k
- Benefits to include health, dental, vision, and life insurance

Please submit a cover letter and resume via fax at (734) 998-1092 or email Regi Kurien at regi.kurien@amhawk.com.

Mail all resumes to:
Regi Kurien
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No phone calls please