ABOUT THE CLUB

Eagle Oaks Golf & Country Club

20 Shore Oaks Drive  
Farmingdale , NJ 07727

Eagle Oaks is known as one of the finest country clubs in New Jersey, if not the East Coast. Impressive, lavish yet relaxing and inviting. This is the Eagle Oaks experience. More than just a golf club, Eagle Oaks is a member’s home away from home. Golf members will appreciate the Johnny Miller/Jack Nicklaus-designed golf course, heated bays, state of the art driving range, while social and sport members can take advantage of our Har-Tru tennis courts, pickle ball courts and aquatics center with three saline pools & private cabanas.

Award-winning dining facilities including a private upscale steakhouse as well as a casual dining room, in season tiki bar & grille, private cigar lounge, outdoor patio with grille overlooking the golf course and year-round invitations to the many family-friendly events (as well as adults-only gatherings), and on-site overnight accommodations are just a few of the luxurious amenities provided at Eagle Oaks.

Eagle Oaks also offers a dining membership that entitles members to utilize all dining venues and attend all member events.

This club uses CMAA's General Manager/Chief Operating Officer Concept.

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| **Age of Club** | **Number of Members** | **Average Age of Members** | **Club Ownership** |
| 40 | 600 | -- | Privately Owned |
| **Gross Dollar Volume** | **Annual Dues Volume** | **Annual Food Sales** | **Annual Beverage Sales** |
| $19,000,000 | $7,000,000 | $5,000,000 | $2,000,000 |

Other Facilities

Infinity Swimming Pool, Tennis Courts and Pickle Ball Courts

Dining Facilities

* Upscale Steakhouse that seats 60
* Casual Dining Room that seats 130
* Outdoor Dining that seats 100
* Ballroom that seats 500
* 3 Private Function Rooms that seat 50

While the Club is open 7 days per week, 11 months per year, member a la carte dining is offered Tuesday- Sunday for lunch & dinner. The Club is open on all major holidays, except Christmas. In 2018, The Club opened a upscale Steakhouse

Club is open 7 days per week, 11 months per year.

JOB DETAILS

Date Posted

5/20/2025

Job Title

Clubhouse Manager

Brief Job Description

Eagle Oaks Golf & Country Clubhouse Manager will be responsible for hands-on participation and supervision of all `a la carte and catering services, clubhouse housekeeping and general maintenance awareness. Work closely with the COO. Responsible for operation of all aspects of the club in the absence of the COO and perform specific tasks as requested by the COO.

***This is a highly visible position for Eagle Oaks Members.***

Duties and Requirements

1. Assists C.O.O with food and beverage annual budget and clubhouse capital needs; and manages staffing needs based on fluctuations in club usage
2. Plans and coordinates training and professional development programs for himself or herself and club personnel.
3. Hires and manages all service staff and front-line F&B managers
4. Directly responsible for dining, club and private events
5. Assists the COO in developing and implementing long-range (strategic) and annual (business) plans, operating reports, forecasts and budgets.
6. Monitors safety conditions and employees’ conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments.
7. Maintains contact with members and helps to assure maximum member satisfaction.
8. Receives and resolves complaints from club members, guests and employees.
9. Assures that the club’s preventive maintenance and energy management programs and Master Plan are on schedule and in use.
10. Participates in ongoing facility inspections throughout the club to assure that cleanliness, maintenance, safety and other standards are consistently attained.
11. Assists Director of Catering & Special Events to schedule all social events and club meetings; coordinate entertainment set-ups; Member-related media requirements for dining and event reservations, website and E-blast notifications, and other special requirements as they may present themselves.
12. Participates in on-going facility inspections throughout the club to ensure that cleanliness, maintenance, safety and other standards are consistently attained
13. May serve as a departmental manager in that manager’s absence.
14. Attends management and staff meetings as scheduled.
15. Interacts with members answering questions, solving problems, overseeing services and cleanliness and showing the club facilities to visitors.
16. Approves all entertainment in consultation with the Special Events Manager and others.
17. Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
18. Monitors labor; evaluates scheduled and actual labor hours and costs.
19. Oversees daily club operations.
20. Reviews all accidents and works with Security in completing accident reports.
21. Functions as an administrative link between departments.
22. Assists Administrative Offices with maintaining POS database
23. Works with Human Resources Department staff to develop long-term staffing needs for the clubhouse department.
24. Works with department heads to plan professional development programs for applicable staff.
25. Ensures that all legal requirements are consistently followed.
26. May perform clubhouse opening and closing duties, including those related to security.
27. Recruits for and manages the club’s internship program; responsible for management and operation of the employee dormitory.
28. Monitors employee dress codes and member dress codes as applicable.
29. Conducts training and other meetings with department staff.
30. Completes other appropriate assignments made by the COO.

Educational Requirements

1. 2 to 4-year degree preferred, particularly in hospitality management or related field
2. Private club, resort, and/or hospitality experience required.

Candidate Requirements

1. Minimum of 5 years of leadership experience in hospitality or club management, preferably in a private club or high-end resort.
2. Hands-on, service-oriented leader with excellent communication, organizational, and critical thinking skills.
3. Proven ability to lead and inspire a diverse team across multiple departments.
4. Proficient on POS systems, club management software, and Microsoft office, Outlook, Excel, etc.

Date Position Available

As soon as Possible

Salary Range

$95,000 - $110,000 commensurate with experience.

Other Benefits

Clothing allowance

Health Insurance available

Applicable CMAA dues paid by the club

To apply, contact:

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