



## Candidate Profile

### Assistant General Manager

The Clubs at Houston Oaks

Hockley, Texas



#### Organization

---

The Clubs at Houston Oaks sits on 900 picturesque acres of pristine Texas Countryside. Located just 35 miles west of Downtown Houston, our members experience culinary excellence, luxury lodging and have access to various amenities that makes up this extraordinary Club, which includes:

- Seven F&B Outlets with Seed-to-Plate Menus
- Equestrian Center
- 15 Stocked Lakes for Fishing
- 18-hole Chet Williams Signature Championship Golf Course
- Fitness & Spa Treatments overlooking Houston Oaks Lake
- Six Tennis Courts
- Luxury Overnight Accommodations, Boutique Hotel
- Various Water Sports, Pools and Beach
- Club's operating budget: \$10m; Food and Beverage: \$2.6m
- 420 members, 145+ employees

#### Position Description

---

The Assistant General Manager reports directly to the Chief Executive Officer and to the ownership group of the Club. The position is a management position within the organization and is responsible for Club responsibilities relating to Food and Beverage service as well as general operations of the Clubhouse in the absence of the Chief Executive Officer or the ownership. This individual will help develop and achieve the operational goals and support the cultural identity of the Club, particularly as it relates to Food and Beverage and operational controls. Core responsibilities also include oversight of Lodging, Events, and the Director of Sports.

The position is one of high interaction with all department leaders requiring a strong personal and professional presence. Effective communication skills and critical thinking along with the ability to be clear, concise, positive, creative, energized are desired attributes for this position. Candidates must have a passion for Food and Beverage services including training, development, and ways to improve the operation with the assistance from supporting departments. Professional development and mentorship experience promoting teamwork and accountability is imperative. Representing the Club in an ambassadorship role within the industry is expected.

#### Responsibilities

---

- Provide a quality and interactive professional environment for members and staff in all areas of the Club. Maintain contact with members and help to ensure maximum member satisfaction.
- Develop budgets, staffing and general operating procedures and other plans for the Club and direct corrective action procedures as necessary to help ensure budget goals are attained.
- Assist the CEO in developing/implementing long-range (strategic) and annual (business) plans, operating reports, forecasts and budgets.
- Have a strong background in F&B to oversee/maintain proper cost/price updates, budgets and POS.
- Plan and coordinate training and professional development programs for Club personnel.
- Oversee maintenance and facilities partnering with department heads.

- Oversee inventories and the end of month procedures. Actively participate in the monthly P&L commentary by working closely with the outlet managers.
- Oversee with the CEO operations, staffing, budgeting of all amenities including Lodging, Gun Club, Fishing, and Equestrian to ensure excellence in the member/guest experience.
- Operate within the annual operating and capital budget for Club operations; monitor all cost controls.

## Requirements

---

- A Bachelor in Hospitality or related field.
- At least five years history of quality experience working in a full service, active country club, or resort environment is considered a plus.
- Be a seasoned hospitality Assistant General Manager at a mid-size to large, well-regarded operation with a verifiable history of successes in improving and enhancing the service and guest experience of that organization.
- A well-rounded, mature approach to managing and leading in an active club environment.
- Be recognized for being creative in developing systems which improve operations, efficiency and morale within the staff and attracting and retaining a high performance team.
- Demonstrate a clear passion for the industry.
- Possess a proven and enthusiastic spirit for the Club and member experience.
- A career path marked with a logical progression of title and responsibility, stability of tenure and accomplishment.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review.

## Compensation and Benefits

---

- Salary is competitive and will commensurate with qualifications and experience.
- The Club has an excellent benefits package

Professionals who meet or exceed the established criteria are encouraged to contact:

GSI Executive Search, Inc.

Scott McNett  
[scott@gsiexecutivesearch.com](mailto:scott@gsiexecutivesearch.com)  
314-854-1321

Sharlyn Moore  
[sharlyn@gsiexecutivesearch.com](mailto:sharlyn@gsiexecutivesearch.com)  
540-323-3388