

CHICAGO GAELIC PARK
6119 W. 147th Street, Oak Forest, Illinois 60462
director@chicagogaelpark.org

CHICAGO GAELIC PARK, AN IRISH CULTURAL AND ATHLETIC CENTER FEATURING MULTIPLE BANQUET HALLS AND INDOOR/OUTDOOR PUB, IS SEEKING A GENERAL MANAGER

Interested candidates are asked to send a resume to: director@chicagogaelpark.org.

The General Manager is responsible for cultivating and delivering excellence in customer service, maximizing profits and exploring opportunities for continued business growth. Oversees the entire staff and volunteers. The General Manager handles the daily operations of Chicago Gaelic Park and reports directly to the Board of Directors and works closely with the Executive Management Committee.

- Hires, trains, and supervises the Banquet Manager, Pub Manager, Head Chef, Front Office Manager, Maintenance Manager, and Accounting Manager.
- Facilitates inter-departmental communication and cooperation.
- Creates staff Policy & Guidelines and monitors overall adherence.
- Works closely with Head Chef, Banquet Manager and Pub Manager to review and create new menu items and implement price increases, when necessary.
- Works closely with Management Committee on special projects/issues.
- Reviews work procedures and operations to determine ways to improve service, performance, and safety.
- Monitors costs and inventory of food and liquor.
- Monitors the finances of the entire operation. Approves large purchases, invoices, monitors payroll expenses.
- Responsible for Public Relations such as marketing efforts and press release distribution.
- Oversees various special events such as Bridal Expo, Ireland on Parade, Feis, Heritage & Harvest Fest, and Southside Sunday.
- Promotes Gaelic Park as a wedding venue/large function venue.
- Maintains relationships with Gaelic Park members and customers as well as stakeholders in the local community and Chicagoland Irish community.