

Indian Hill Golf Course Clubhouse Manager

Job Summary:

The clubhouse manager is responsible for coordinating operations in the clubhouse pro shop and banquet room. The clubhouse manager must demonstrate strong communication, organizational, administrative and public relation skills. Work is performed under the supervision of the Golf Course Superintendent and is required to have flexible hours during both the golf season and through the winter months.

Essential Functions:

- Develop marketing strategy to promote and maintain golf tournaments
- Create and maintain membership database within the POS software
- Develop new and innovative ways to increase revenue, activities and participation in the clubhouse and banquet room
- Keep up to date the golf courses Facebook and Google pages
- Ensure all safety, sanitation, energy management, preventative maintenance and other standards are consistently met
- Assist in planning and implementing procedures for special club events and banquet functions
- Maintain records of special events, tournaments and daily business volumes
- Create and manage standard operation procedures for scheduling all shifts for clubhouse related activities
- Hire, evaluate, discipline and instruct subordinate personnel under the supervision of Golf Course Superintendent
- Manager procurement, financial reporting, and inventory control for all clubhouse operations
- Prepare and serve food and beverages in compliance with established sanitary standards
- Maintain professional appearance and ensure same from employees
- Perform any other job-related task as assigned
- Assist Golf Course Superintendent in preparation of annual budget for clubhouse
- Reconcile daily cash receipts and prepare daily bank deposits
- Create and distribute weekly, monthly and annual activity reports
- Ensure golf cart maintenance is performed on schedule
- Collect, record, and transfer golf car storage fees, trail fees and other monies
- Demonstrate working understanding of golfing, game rules, play and golf equipment

Disclaimer:

This Class Specification should not be interpreted as all inclusive. It is to identify the major responsibilities for the position. The incumbent may be requested to perform job related responsibilities and tasks other than those stated in this specification. If the tasks become regular in performance, they will be incorporated into the principal job responsibilities.

Knowledge, Skills and Abilities:

Approachable, engaging and able to effectively communicate with the Golf Course Superintendent, city officials and the general public. Ability to perform arithmetic calculations and computations in reconciling cash register. Ability to establish and promote good customer relations for all customers, visitors and city employees.

Equipment Used and Operated:

Basic kitchen utensils, oven, microwave, cash register, computer, calculator, copier, cleaning equipment and others as needed that may be added.

Physical Requirements:

Manual labor, ability to lift up to 25 lbs., complete repetitive tasks with hands and able to stand and work for extended periods of time. Some adverse working conditions exist with this position.

Education and Experience:

High school diploma or GED required. Preference given for degree and/or management experience in relevant field such as hospitality, events management, or restaurant management. Experience in job related field to include supervision, accounting and hospitality; or training and experience which provides the required knowledge, ability and skill. A valid driver's license. Must be 21 years old or older.