

Lea Park

GOLF CLUB

Job Description: Clubhouse Manager

The Clubhouse Manager is responsible for overseeing and conducting the day-to-day operations of the Clubhouse. This position must put focus on public relations and customer service in order to ensure that all members and guests are satisfied with their experience. Clubhouse manager will report directly to the Board of Directors. Tentative start date May 15th.

Duties and Responsibilities

- Responsible for food preparation and cooking in compliance with health code regulations
- Daily operations which include, but not limited to keeping inventory, opening and closing of Clubhouse, managing cash register, and keeping up with financials on a daily basis
- Creating a schedule and managing (3-4) employees
- Keeping the Clubhouse clean and well organized
- Booking tee times and/or tournaments
- Attend meetings when required and provide updates to the Board of Directors.
- Maintain a professional appearance, attitude, and understanding of golf rules and etiquette.

Skills and Knowledge

- Knowledge in managing and maintaining a Clubhouse
- Cash handling experience
- Exceptional customer service
- Being able to work independently and in a team environment
- Punctual and ensure that jobs get completed in a timely manner

Qualifications

- Must be 18 years of age or older and have a valid drivers license
- Must have food handling certificate and ProServe license
- Wage based on experience

Please email resume to: leaparkg@gmail.com