

AGCC GENERAL MANAGER JOB DESCRIPTION

The GM reports directly to the Board of Directors and is responsible for all operational and functional aspects of the clubhouse and organization. He/She must have outstanding communication, leadership, and customer service skills to successfully manage the job responsibilities which include, but are not limited to, the following:

- Be a positive, self-motivated and upbeat leader who proactively leads the team to provide outstanding service and quality products to membership and guests.
- Oversee all clubhouse operations, working to ensure an outstanding golfing facility with excellent food and beverage service.
- Hires, trains, coaches, mentors and supervises staff as appropriate. Direct supervision of Kitchen Manager, Pool Manager, Bar Staff and Housekeeper; assist department managers with supervision of dining and pool staff.
- Maintain systems to effectively purchase, price, inventory, charge and bill all goods and services offered at AGCC.
- Interact and maintain good relationships with vendors.
- Monitor expenses and income to achieve budget goals.
- Schedule and execute events, including member social events, golf tournaments and outings, corporate meetings, holiday parties, celebration receptions and others. Present for large events.
- Coordinate with Course Superintendent to ensure successful golf events.
- Give input and work with the Board of Directors on operational improvements, efficiencies, clubhouse upkeep and increasing revenue.
- Welcome and orient new members to AGCC.
- Market and promote AGCC to ensure continued success of the organization.
- Be able to demonstrate good powers of observation and be able to identify weaknesses before they become problematic.

Requirements

- At least 18 years of age.
- Valid driver's license in the state of Iowa.
- A degree in business management or any related field would be helpful.
- Experience in management or leadership role.
- Ability to develop and maintain effective working relationships with the Board of Directors, staff, membership, and general public.
- Strong management and business skills, including problem solving, organization, ability to multi-task, meet deadlines, collaboration, delegation, and leadership.
- Ability to work cooperatively with a diverse membership and to accept constructive feedback.
- Proficiency with computers.
- Able to work nights and weekends, with limited time off from April 1 – September 30, as golf slows down.
- Willingness to work overtime as required.

***Cover letter and resume may be sent to graydonschmidt@gmail.com
or mailed to P.O. Box 523, Atlantic, IA 50022***

Call Graydon Schmidt for general information at 641-895-7555