

WGCC Clubhouse Manager Job Description

The Clubhouse Manager (CM) reports directly to the Board of Directors and is responsible for all operational aspects of the clubhouse and organization. (S)he will be responsible for people leadership, general business operations, budget/inventory management and strong relationship building. The CM must successfully execute on job responsibilities which include, but are not limited to, the following:

Responsibilities

- Partner with the Board of Directors to develop and execute strategies for continued success of the Club. Give input and work with the Board of Directors on operational improvements, efficiencies, clubhouse upkeep and increasing revenue.
- Report monthly to the Board of Directors on Clubhouse operations.
- Direct the overall operations, services, and personnel of the Clubhouse to ensure standards for cleanliness, maintenance, safety, and operational effectiveness.
- Oversee and optimize financial and operational performance of golf services, memberships, and food and beverage operations.
- Recruit, hire, train and supervise all bar and kitchen staff. Mentor and coach team with passion that focuses on creating a great member and guest experience.
- Manage merchandise plan for the bar & kitchen, including purchasing and receiving, pricing, charge and billing, maintaining full inventory and effectively meeting budget goals.
- Effectively create and manage golf & rental schedules.
- Build and maintain strong relationships with members, guests, vendors.
- Provide information and answer member and guest questions to ensure education of Clubhouse and course policies and practices. Welcome and orient new member to WGCC.
- Work with appropriate leaders to schedule and execute events, including member social events, golf tournaments and outings, and holiday parties. Must be present for large events.
- Coordinate with Course Superintendent to ensure successful golf events.

Requirements

- Proven history in successfully managing business operations including strong ability to problem solve, organize, multi-task, meet deadlines, collaborate and delegate.
- Demonstrated success in establishing and managing a team focused on strong customer satisfaction.
- Exhibits outstanding leadership and establishes strong professional relationships.
- Proficiency with computers and basic accounting.
- Able to work nights and weekends, with limited time off from March to October. Work schedule will be 50+ hours per week. Limited hours from November to February.

Preferred

- Bachelor's degree in business management or related field.
- Prior experience at a golf course.

Please send your resume to 310 7th Ave SE Waukon, IA 52172 / ASAP Please