

Clubhouse Manager

Sand Hills Golf Club

Location: Port Franks - Lambton Shores, Ontario

Department: Clubhouse

Reports To: General Manager

Classification: Full Time Seasonal (must be available to work any shift including early mornings, evenings, weekends & holidays)

Summary:

The Clubhouse Manager is responsible for the day-to-day activities of all clubhouse operations including supervision of the pro shop, tournaments, league play organization, food and beverage and special events, including the day to day operation of the golf course. The employment period is approximately March 15th – November 15th with the potential of an extension based on the seasonality of each golf season. As a GolfNorth employee you may be required to perform additional responsibilities at other locally operated properties within the region.

Duties and Responsibilities:

- Must be able to work day shifts, evenings, and weekends in all weather conditions.
- Ensure the facility maintains the highest expectations of cleanliness and protocols.
- Scheduling and supervision of pro shop, clubhouse and food and beverage associates.
- Coordination of all golf related functions including daily green fee, tournament play, power cart fleet operations and golf membership relations.
- Hire, train and coach associates as per GolfNorth's guidelines.
- Promotion and planning of golf and non-golf events.
- Observes all company policies providing a safe environment for our guests and associates in accordance with GolfNorth Properties health and safety standards.
- Maintain current training expectations through our online models.
- Oversee Food and Beverage operations including placing orders and performing inventory counts.
- Performs other duties as required which may include other departments or duties at other GolfNorth properties within the area.
- Work hand in hand with GolfNorth's managing regional or designate ensuring smooth execution of company policy and procedures.

Qualifications:

- 1-2 years experience working within the golf industry at a management level as an Assistant / Associate Golf Professional or graduate of a Pro Golf Management Program.
- Must be self motivated to work as a team member and be able to work independently.
- Strong passion for the game.
- Smart Serve and Food Handler certification required.
- Proficient with POS systems and Tee time booking software programs.

While this is not all encompassing, the nature of this job description is to provide a basic understanding of the role and responsibilities of our Clubhouse Manager and does not necessarily include all other job-related duties.

To Apply:

Please submit your resume and cover letter in confidence to Andrew Palmer by email at manager.sandhills@golfnorth.ca. Please write "Sand Hills - Clubhouse Manager" in the subject line.