

Clubhouse Manager

Arkona Fairways Golf Club

Location: Arkona, Ontario, Canada

Department: Clubhouse Manager

Reports To: General Manager

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

Summary:

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 1st – December 23rd 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.

Primary Responsibilities:

- Must be able to work dayshifts, evenings, and weekends in all weather conditions.
- Ensure facility maintains 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 policies and 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 Sports 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 including all other job-related duties.

To Apply:

Please submit your resume and cover letter to Andrew Palmer at manager.arkona@golfnorth.ca. Please write "Arkona - Clubhouse Manager" in the subject line.

Job Posting

Arkona Fairways Golf Club requires a Clubhouse Manager to be responsible for promoting and maximizing the "Customer First" culture. She/he will exhibit sound reasoning and accurate judgment in the decision-making process with the ability to alter approach, develop alternative solutions and manage the daily operations of the golf shop and its activities. The Clubhouse Manager will be responsible for maximizing sales, tee sheet use, and profitability, proactive staff development, controlling expenses and shortages GolfNorth Properties Inc. brand standards. The Clubhouse Manager manages the day-to-day operation of the clubhouse whilst ensuring costs are contained within targets. The Clubhouse Manager coaches and motivates the team to deliver all targets and lead by example.

Arkona Fairways Golf Club is part of the GolfNorth Properties family of courses offering competitive wage packages, an incredible work environment, and career advancement opportunities.