

Job Description

Clubhouse Manager

This position is responsible for managing the day to day operations of the clubhouse and event management including golf tournaments and special events. The manager is responsible for supporting sales productivity, cost control, and compliance of standard operating procedures for assigned area(s).

- Employee shall be responsible and perform the daily upkeep and maintenance of the clubhouse and its facilities including, but not limited to, opening the clubhouse, cleaning, inventory ordering and stocking, collections of payments due to the club, payments on invoices payable by the club, making bank deposits, and providing to Employer all financial information requested.
- Employee shall interview, hire, train, direct, and supervise staff of clubhouse employees. The Employee has authority to terminate their hired employees.
- Employee shall establish work schedules and duties of personnel.
- Employee shall also be primarily responsible for booking and arranging special events held at the clubhouse, including coordination of tournaments held at the club.
- Employee shall be required to maintain documentation of all memberships and provide to Employer the documentation as requested.
- Employee shall implement policies established by Employer.
- Employee shall achieve and maintain ServSafe Certification from MN Department of Health.
- Employee shall maintain a valid state issued driver's license.

Qualifications

Years of Related Experience: 3-5 years related experience; golf course or hospitality management experience preferred; 2+ yrs direct leadership experience preferred

Knowledge/Skills/Abilities:

- Effective interpersonal and communication skills both verbally and written
- Individual coaching and staff leadership skill
- Organization, prioritization, and time management skills
- Effective Budget Management skills
- Good PC skills including: Microsoft Word, Excel, Publisher, QuickBooks, etc.
- Food Preparation experience and ServSafe Certification preferred
- Experienced at implementing processes that will lead to sustained performance improvement

All qualified applicants will receive consideration for employment without regard to disability, age, race, color, religion, gender, national origin, or other protected class.

Primary Location

Tyler Golf Course
420 Co Rd 7
Tyler, MN 56178

Overtime Status

Exempt

Payment Type

Salary

Hiring Contacts

Brandon Novak (507) 828-5902

Application Process

Submit application and Resume to the clubhouse or email to tylermngolf@gmail.com