

Mt Massive Golf Course

Job Title: Clubhouse Manager

Reports to: MMGC Board of Directors

Posting Date: April 15, 2022



Position Summary:

This position is responsible for managing all club house operations to facilitate a positive golf experience for members and guests. Position is seasonal.

Qualifications:

- Minimum one full season prior experience at MMGC or equivalent
- Experience and education sufficient to supervise and schedule the daily activities of club house operations staff
- Familiar with the game of golf
- Strong verbal communications, written communication, and organizational skills
- Ability and desire to establish and maintain excellent employee, member and guest relations.
- Knowledge of retail, food & beverage, and event production business.
- Ability to work independently, assist with a variety of projects and be assertive when appropriate
- Ability to work with computer and word processing software, golf software, social media
- Flexibility with schedule and be available to work weekends
- A pleasant phone personality and the ability to efficiently handle multiple tasks while serving members and guests in an upbeat, friendly manner is required.
- May be required to move or lift objects weighing 50 pounds
- Two references citing successful past employment

General Duties and Responsibilities:

- Responsible for day-to-day operations of the Clubhouse, including but not limited to Pro Shop and Golfer Services (e.g., tee time scheduling and execution, cash and credit card transactions)
- Staff scheduling and training
- Purchasing, stocking and inventory of retail, food, and beverage items
- Maintain shop and offices in orderly, neat, and clean manner including daily vacuuming and dusting, cleaning of bathrooms
- Collect and empty trash receptacles from course and grounds
- Clean golf carts between users
- Work closely with other operations staff and coordinate the flow of play
- Enforcement of Club policies
- Clubhouse staff hiring
- Complete required reports in a timely and accurate manner
- Budget development and execution
- General administration duties and tasks as assigned
- Coordination of tournaments and other events

- Daily cash accounting and depositing of daily receipts

Supervisory Responsibilities: Clubhouse staff

Compensation & Benefits:

- Hourly wage starting at \$20 depending on experience
 - Discounted food and beverages in the Clubhouse
 - Discounts on merchandise in the Pro shop
 - Free golf!
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Interested individuals should complete the application located at <https://www.mtmassivegolf.com/>