



JOB DESCRIPTION

GOLF COURSE MANAGER / HEAD GOLF PROFESSIONAL (SHGC)

THE POSITION

Under direction of the Assistant General Manager, the position achieves the District's objectives by maintaining membership, generating revenue, managing budget, staff and facilities at Simi Hills Golf Course.

EXAMPLE OF DUTIES

The duties and responsibilities of this position include, but are not limited to:

- Maintain and grow membership and/or customer base by promptly handling member and guest concerns and issues; ensure open communication and high visibility to members and guests by conducting daily walk-through of club.
- Generate revenue by acting as sales manager for the entire club; managing the reservation system and procedures in accordance with District's standards and guidelines; reviewing daily utilization levels and tee sheet to verify conformity with standards and identify price integrity and demand opportunity; expand sales by initiating and monitoring effectiveness of monthly promotions, demand managements, and demand creation strategies.
- Manage budget and expenses by: utilizing labor scheduling tools to follow demand patterns; reviewing A/P batches to verify available discounts and examine invoices; review A/R report and general ledger on a monthly basis to verify correct coding, identify questionable expenditures and follow up on receivables over 60 days; monitor inventory levels for merchandise, food and beverage; perform, complete and submit approved audit form on a monthly basis.
- Manage staff by providing training, direction, supervision, evaluation and corrective action when required; foster open communication by conducting weekly department head and bi-monthly co-worker meetings; act as a role model for all employees by demonstrating behavior and work ethic expected of all District employees; ensure standards by implementing all District policies.
- Manage facilities by working closely with the SHGC Sr. Maintenance Supervisor, District administrators, and F&B to ensure compliance with District standards.
- Model and enforce District's policies and procedures by acknowledging, greeting and thanking all members and guests.
- Protect the integrity of the organization and the safety of members, guests and employees by following safety guidelines, conducting, coordinating and/or attending regular District safety meetings, monitoring cash handling procedures and thoroughly investigating and reporting all security concerns.
- Implement and support all District policies, procedures and programs as requested by management.

This position is required to be familiar with the conditions of the course and the golfers experience, and is expected to play golf on the course on a regular basis to ensure a connection between the duties of this position and the condition of the course. In order to meet this expectation, this position shall be entitled to golf on the course without charge during non-working hours.

EMPLOYMENT STANDARDS

Education: Bachelor's Degree from a recognized college or university preferred (emphasis in business management or hospitality management preferred). Advanced degree preferred.

Experience: Five (5) years of management experience required; golf/hospitality/service industry experience preferred.

Skills and Abilities: Proven ability in managing P&Ls and developing and managing budgets; solid understanding of accounting/finance in a business environment; proficient in computer software, including Microsoft Word, Excel, PowerPoint and Microsoft Outlook; solid time management, organization and prioritization skills; excellent communication and leadership skills, and the ability to develop employees and foster a team environment.

Driver's License: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL REQUIREMENTS

It is expected that this position will be standing or walking 70% of the time or more, and require regular climbing, bending, kneeling/squatting/stooping, reaching overhead/stretching, crawling; some working on rough and/or uneven terrain, and handling and dexterity; may be required to lift or move objects up to 50 pounds. Position will also require the operation of standard office equipment.