

## **Clubhouse Manager**

### **Kingswell Glen Golf Club**

**Location:** Petrolia, Ontario

**Department:** Clubhouse

**Reports To:** General Manager

**Classification:** Full Time. (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 the supervision of the food and beverage department, activity centre and special events. Kingswell Glen Golf Club is a unique facility that provides year-round employment. The facility includes an 18-hole championship golf course, extensive clubhouse and activity centre that includes golf simulators and an indoor field. 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 dayshifts, evenings, and weekends in all weather conditions.
- Ensure facility maintains highest expectations of cleanliness and protocols.
- Scheduling and supervision of the clubhouse, activity centre and food and beverage department.
- Coordination of all special events related to the clubhouse while working with the golf manager and their team to coordinate tournament functions.
- Hire, train, and coach associates as per GolfNorth's policies and guidelines.
- Promotion and planning of all in-house functions.
- 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:**

- College diploma or equivalent related to the hospitality industry.
- 3-5 years experience working within the hospitality industry at a management level.
- Must be self motivated to work as a team member and be able to work independently.
- Strong passion for providing exceptional customer service.
- Smart Serve and Food Handler certification required.
- Proficient with POS systems and Food & Beverage 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.

#### **Apply:**

Please submit your resume and cover letter in confidence to Andrew Palmer by email at [manager.forest@golfnorth.ca](mailto:manager.forest@golfnorth.ca)

Please write "Kingswell Glen - Clubhouse Manager" in the subject line.