



Golf Course Manager

THE POSITION

Under direction of the District Manager, the position achieves the District's objectives by efficiently managing revenue and expense, creating and managing budgets and financial statements, maintaining golf courses and facilities, and supervising staff and volunteers at Simi Hills Golf Course and Sinaloa 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 guest, coworker and community concerns and issues; ensure open communication and high visibility by conducting daily walk-through of both clubs.
- Generate revenue by acting as sales manager for the entire golf enterprise; managing the reservation systems 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 30 days; monitor inventory levels for merchandise, food and beverage; perform, complete and submit approved audit forms as required.
- Provide district personnel with financial and accounting data and respond to any/all requests for additional information and explanations. Ensure proper controls are in place and being followed to accurately collect and track revenues such as green fees, golf carts and tournament fees, as well as all online bookings and payments. Responsible for cash management, including PayPal accounting, cash deliveries and pick-ups and credit card and gift card processing and accounting.
- Manage staff through 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.
- Coordinate golf course website and marketing promotions and materials. Develop email marketing campaigns and ensure golf courses are actively utilizing all social media outlets to properly promote the golf courses and programs.
- Manage facilities by working closely with the Golf Course Superintendent, District administrators, and F&B concessionaire to ensure compliance with District standards.
- Model and enforce District's policies by acknowledging, greeting and thanking all guests and maintaining good relations with neighbors and other community members.
- Protect the integrity of the organization and the safety of 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.

EMPLOYMENT STANDARDS

Education: Bachelor's Degree from a recognized college or university preferred (emphasis in business management or hospitality management preferred) or equivalent combination of experience and training. Advanced degree preferred.

Experience: Five 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.



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.

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