

Clubhouse Manager

Job Overview

We are now accepting applications for a **Clubhouse Manager** position at Sagamore Spring Golf Club. We are looking for a hard-working, dependable individual who enjoys working in a fun, team-oriented work environment, can motivate employees and foster a team building atmosphere. Sagamore Golf takes great pride in its employees, and our goal is hire good people who will enjoy helping us provide a great golf experience for our customers!

Specific Responsibilities

- Actively promote Sagamore's C4F philosophy & "The Sagamore Way" at all times
- Manage all daily clubhouse operations & part-time staff, while upholding company policy and providing the highest level of customer satisfaction
- Monitor all sales & POS transactions
- Maintain daily communication with GM
- Maintain regular communication with the Superintendent & Assistant Superintendent
- Maintain the highest level of customer service
- Oversee training of part-time clubhouse staff
- Provide proper guidance and motivation of clubhouse staff
- Manage clubhouse income/expense accounts according to budget
- Administer all scheduling of clubhouse staff
- Oversee golf car fleet operations
- Clubhouse inventory management
- Oversee on-course beverage cart operations
- Tee-time/tee-sheet set-up and administration
- Help GM administer all group outings, club tournaments and golf leagues
- Assist GM with club advertising & promotions
- Maintain a clean & orderly work environment at all times
- Enforce proper safety standards in the clubhouse
- Stay current with Federal/State Employment laws & regulations
- Prepare to give clubhouse briefings at all SSGC staff meetings

Required Skills & Knowledge

- POS Software knowledge
- Basic Understanding of Golf
- Proficient with Microsoft Word & Excel
- Excellent written and verbal skills
- Thrives in a fast-paced work environment
- Ability to perform small repairs and maintenance around the clubhouse a plus

Compensation

- \$750 - \$900 per week, commensurate with experience
- Medical, dental & vision Insurance
- Profit Sharing
- Performance Bonus
- Full golf privileges and discounts