

CITY OF CHENEY

POSITION DESCRIPTION

Class Title Clubhouse Manager

Department: Golf Course

Salary Schedule: Hourly, Non-Exempt

Grade 18

POSITION SUMMARY:

This position performs a variety of supervisory, administrative, organizational and semi-skilled work in the operations of the clubhouse. The Clubhouse Manager oversees all aspects of the operations of the clubhouse. The employee should possess strong communication, organizational, administrative, supervisory and public relation skills.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Golf.

SUPERVISION EXERCISED

Exercises supervision over all clubhouse and cart staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the management and operations of the clubhouse.

Markets the golf course to increase rounds and recognition.

Develops, schedules and organizes golf programs, tournaments and related activities.

Involved with various course improvements, plans and studies.

Issues written and oral instructions.

Assigns duties and examines work for compliance to policies, rules and regulations as well as procedures.

Collects money for green fees, cart rentals, food and beverage sales as well as golf supplies.

Balances fees and prepares accounting reports daily or as required.

Hires, evaluates, disciplines and instructs subordinate personnel with assistance from the Director of Golf.

Explains and enforces golf course rules and regulations.

Arranges for golf lessons as needed.

Provides accurate daily financial reports to the City Clerk.

Assist the Director of golf in evaluating issues, options, departmental policies and procedures relative to the operation of the golf course to improve efficiency and effectiveness of operations.

Assists in the preparation and administration of the annual budget, capital improvement plan and equipment acquisitions.

Coordinates maintenance and construction activities with the Director of Golf to assure continual smooth operation of the golf course.

Maintains department supplies, inventory and orders as necessary in compliance with City purchasing policies and the Director of Golf.

Supervises, evaluates, disciplines and instructs subordinate personnel.

Answers phones and assists patrons with questions.

Ensures golf shop and pavilion is kept clean and maintenance issues are taken care of.

PERIPHERAL DUTIES

Assists other departments as need arises.

Assists with cleaning and maintenance of the Golf Shop.

Works closely with the Director of Golf.

Operates department's equipment including cash register and vending machines.

Training of new golf shop employees.

Occasional contact with the governing body is expected.

Manages the golf cart fleet.

Schedules rounds and cart rentals.

Schedules golf shop and carts employees for work.

Operates driving range.

Oversees starting and marshalling.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Must be at least 18 years of age.

High School diploma or GED.

Two to four years of similar or related experience, with one or more years of supervisory experience, is required.

A thorough knowledge of golfing, game rules, play, golf equipment and course management is required.

Ability to communicate effectively both verbally and in writing.

Works well with others and the public.

Employee is expected to have acquired the necessary information and skills to perform the job reasonable well within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of clubhouse management and operations is required.

Ability to operate equipment including golf carts, cash register, calculator, range ball picker and other types of departmental equipment.

Should possess effective public relations, supervisory, technical and organizational skills.

Capable of frequent problem solving encountered in various situations. Problems such as personnel matters, citizen concerns and attaining goals set by the governing body as well as issues related to operations of the golf course may be encountered daily.

Constant decision making involving personnel issues, prioritizing assignments and performing daily duties in a safe and efficient manner.

Should possess excellent public relation, oral and written communication skills.

Capable of using hand tools and equipment required for the job responsibilities.

Able to supervise subordinate personnel.

Knowledge of basic accounting skills.

Ability to organize work schedules, tournament schedules and league play.

Able to market the course and increase play.

Knowledge of USGA rules and regulations is required.

LICENSES REQUIRED

Must possess a valid Kansas driver's license.

PHYSICAL DEMANDS

Manual labor including lifting and carrying heavy objects, bending, kneeling, sitting and climbing is required daily to fulfill the duties of this position.

Some adverse working conditions exist with this position. Most work is performed in an office type setting.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move 50 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read this position description and understand its contents.

Employee Signature

Date