

## **GOLF COURSE CLUBHOUSE MANAGER**

The City of Jefferson is accepting applications for an 8-month seasonal position for a person to manage the Clubhouse at the Jefferson Municipal Golf Course. Responsible for building membership, promoting the course, communicating with members, coordinating golf leagues, events and tournaments, collecting rental and green fees, maintenance of facilities and equipment, operating concessions, developing and adhering to an annual budget. Position is also responsible for the supervision, hiring, training, scheduling, and managing of seasonal employees. Two (2) years of food, beverage and event planning preferred or managerial experience in a similar field. Salary range \$26,000.00 to \$34,000.00.

Application and job description available at City Hall, 220 N. Chestnut, Jefferson IA 50129 and [www.cityofjeffersoniowa.org](http://www.cityofjeffersoniowa.org). Deadline: 5:00pm January 28, 2022. EOE.

## Job Description Golf Course Manager:

### Position Overview:

Responsible for the operation of the community golf course facility in entirety, including golf shop, carts, food and beverage, golf course maintenance, clubhouse maintenance, and accounting.

Oversees the operations of a municipal golf course. Responsible for budgeting, staffing and maintenance of the concession area, and other facilities. Responsible for food and beverage operations. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Reports to the City Administrator.

### Specific Responsibilities:

Golf Course Manager shall be responsible for the management and supervision of all activities at the golf course and shall, without limitation, perform the following:

- 1) Develop annual plan and annual budget for the golf course;
- 2) Follow annual operations plan and adhere to budget;
- 3) Purchase supplies and materials within budgetary limitations;
- 4) Assume responsibility for and supervise all activities at the golf course;
- 5) Manage conflict, discipline and grievance;
- 6) Maintain an accounting system at the course;
- 7) Solicit and promote memberships and collect membership fees, collect green fees, rent golf carts and collect rental fees for the same, and handle tee times and reservations;
- 8) Be responsible for obtaining and maintaining all licenses and permits needed for the operation of the clubhouse, including without limitation an Iowa liquor license;
- 9) Schedule and coordinate golf leagues, golf outings, and golf tournaments;
- 10) Maintain and keep clubhouse open for members and patrons and provide for the sales of food, beverages and merchandise incidental to the sport of golf;
- 11) Supervise, hire, train, maintain work schedules and discipline personnel according to city of Jefferson policy; Manager will not be responsible for hiring a greenskeeper which will be City's responsibility;
- 12) Enforce rules and regulations applicable to the golf course. Manager shall have the right to remove anyone from the golf course who does not adhere to such rules or regulations;
- 13) Comply with all local, state and federal ordinances, laws and regulations;

- 14) Rent City's golf cars to golf patrons and enforce rules and regulations applicable to their operation. Manager shall have the right to deny the use of a golf cart to anyone who does not qualify to use such cars or who does not abide with rules and regulations applicable to their operation;
- 15) Inspect golf carts daily. Provide routine maintenance of the golf cars including such things as cleaning, checking gas, oil levels and batteries. Checking for physical damage, checking the condition of tires and tire pressure, checking foot brakes, accelerator and other controls;
- 16) Keep the golf course and clubhouse in a neat and clean condition; Perform minor maintenance on all course equipment and facilities as needed;
- 17) Ensures the security of all buildings, equipment and premises at daily closing.

**Minimum Qualifications:**

Two (2) years of full time or equivalent part time experience in golf course operations preferred.

Bachelor's degree a plus.

Additional years of experience in golf course operations preferred.

Strong computer skills using Excel, Microsoft Office, Web tools, Social Media are highly desirable.

A thorough knowledge of the rules of golf, golf course management and tournament organization is highly desirable.

Ability to communicate effectively orally and in writing with the general public and colleagues is necessary.

Ability to exercise good judgment and focus on detail as required by the job.

Knowledge of basic irrigation systems operations and maintenance.

Knowledge of mixing and application of chemicals and commercial products use for herbicide, pesticide, insecticide and fertilizer applications. Iowa certified pesticide applicator a plus.

Working knowledge of equipment use, materials, and supplies used in maintenance of golf course clubhouse facility and grounds.

Knowledge of applicable laws, rules and regulations required from governing authorities affecting management of golf course maintenance operations and personnel.

Working knowledge of first aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships with employees, supervisors, and the public.

Special considerations include but are not limited to:

regular use of hands and fingers to feel or operate objects, tools, and/or controls and reach with hands and arms; frequently lift and/or move fifty (50) pounds and occasionally up to one hundred (100) pounds; specific vision abilities; work in outside weather conditions, work near moving mechanical parts, occasionally exposed to fumes or airborne particles.

Must be able to pass Criminal History Check.

Pre-employment Physical and Drug Test may be required of selected applicant.

Must have a valid Iowa driver's license.