

Date of Notice: February 15, 2018  
Position Title: Clubhouse Manager  
Job Location: Osawatomie Golf Club – Osawatomie, KS  
Start Date: ASAP



**Position Summary:**

The Clubhouse Manager will manage all aspects of the club operation including membership sales and relations, the golf shop, tournament operations, food & beverage, marketing and other related functions.

**Essential Duties and Responsibilities:**

- Uphold and support the mission of GreatLIFE “to improve the lives of families and individuals through golf, fitness and healthy lifestyles”.
- Create annual budgets, independently perform or oversee the preparation of daily, weekly, monthly accounting and financial reporting; manage expenses as they relate with revenue; inventory control and management fiscal controls for clubhouse operations.
- Promote and monitor the performance of daily operations, functions and services, assure high standards and total patron satisfaction.
- Viewed as a mentor of staff as evidenced by their advancement.
- Supervise and manage the food and beverage operation.
- Skilled as a business person through demonstrated success in merchandising as well as personnel and operational budget adherence.
- Oversee and manage all golf staff.
- Enforce all rules and regulations governing club and golf course usage.
- Maintains productivity in the golf department reporting to the management team with effective scheduling and staffing levels.
- Reports daily, monthly, and annual departmental statistics
- Highly motivated to create atmosphere of growth in memberships, events, and tournaments.
- Responsible for the inventory and financial performance of the Golf Shop.
- Must be familiar with P&Ls, be able to recognize financial trends or issues, recommend or implement corrective action as appropriate

**Qualifications:**

- PGA Class A member in good standing welcomed but not required.
- Bachelor's degree or equivalent work experience preferred.
- Strong interpersonal, communication, and leadership skills to interact with members.
- Excellent business management and computer skills
- Golf operations management experience a plus.
- Marketing and Advertising experience in hospitality industry welcomed but not required.
- Proven record of providing superior member service and staff training and development.

**Compensation/ Benefits:**

Compensation ranges from \$32,000 - \$36,500 annually. Insurance benefits available. Bonus structure included up to \$3,000 annually based upon performance. GreatLIFE membership benefits for family.