

Date of Notice: October 20, 2017
Position Title: General Manager
Job Location: Tallgrass Country Club – Wichita, KS
Start Date: ASAP



Facility Information:

Since 1981, Tallgrass Country Club has been conveniently located between Rock and Webb on 21st street. The beautiful native tall grass gives the course a distinct look and embraces nature's beauty. As one of Wichita's favorite private country clubs, the Arthur Hills-designed, 18-hole championship golf course challenges players of all skill levels with three sets of tees and a variety of play. Dramatic views, lush fairways and pristine emerald greens offer an unforgettable golf experience.

The course opened in 1982 and features 6,758 yards from the longest tees with a course rating of 74.0 and a slope rating of 137. Tallgrass Country Club not only includes an outstanding golf course, but offers a complete clubhouse with locker rooms, bar and grill, full banquet facilities, and swimming pool

Please visit the facility web-site to experience the facility: www.tallgrasscc.com

Position Summary:

The General Manager will manage all aspects of the club operation including the golf shop, the golf course maintenance, tournament operations, food & beverage, marketing and other related functions.

Essential Duties and Responsibilities:

- 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 and accountability throughout departments.
- 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 other golf professional(s) and 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.

- Assists in web-site development and social media marketing for facility
- Responsible for the inventory and financial performance of the Golf Shop.
- Strong emphasis on marketing to the local tourist industry and the local community
- 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 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
- Minimum of 5+ years of golf operations management experience at a golf operation.
- Proven record of developing, promoting and expanding all golf activities.
- Proven record of providing superior member service and staff training and development

Compensation/ Benefits:

The compensation package will be commensurate with the skills and experience of the selected candidate and competitive with clubs of similar stature.

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