

12/30/24

MONTCALM GOLF CLUB

P.M. OUTSIDE OPERATIONS MANAGER

Overview-

The P.M. Outside operations manager at Montcalm acts as a member of the professional staff. He or She will act as a leader of the Outside Golf Operations team in the management of the day to day outside golf operations and nightly closure of the facility. The P.M. golf operations manager will work closely with the Golf Director as well to A.M. Outside Operation Manager to ensure a level of customer service and satisfaction for members and guests.

ESSENTIAL CHARACTERISTICS

- A VERY OUTGOING , ACCOMMODATING PERSON WITH FACE RECOGNITION SKILLS
- A COMMITMENT TO MEETING AND EXCEEDING THE EXPECTATIONS OF THE POSITION
- ABILITY TO INTERPRET AND ENFORCE CLUB RULES IN A CONFIDENT AND CORDIAL MANNER
- THE ABILITY TO PROVIDE GOOD SERVICE TO ALL MEMBERS AND GUESTS
- MAINTAIN A TEAM ATMOSPHERE
- RELAY THIS SAME TEAM CONCEPT TO ALL EMPLOYEES IN THE OUTSIDE OPERATIONS DEPARTMENT

EXPERIENCE REQUIRED

- A GOOD UNDERSTANDING OF GOLF OPERATIONS
- PROVEN COMMUNICATIONS SKILLS
- GOLF FLEET MANAGEMENT IE: CLEANLINESS, WEEKLY MAINTENANCE PROCEDURES
- SCHEDULING COMPETENCY

GOLF OPERATIONS

- SCHEDULING
- OVERSEE RANGE EMPLOYEES IN CONJUNCTION WITH THE GOLF DIRECTOR [DAILY RANGE BALL SUPPLY}
- PRESENT WHENEVER POSSIBLE FOR TOURNAMENT SET UP
- COORDINATES WITH THE GOLF DIRECTOR AND TOURNAMENT COORDINATOR
- MAINTAINS A MINIMUM OF 30 HOURS PER WEEK
- TRAINS AND SUPERVISES NEW AND PRE-EXISTING EMPLOYEES WITH THE GOLF DIRECTORS AID
- ENSURES OPENING AND CLOSING PROCEDURES ARE ADHERED TO
- MAINTAINS CLEANLINESS STANDARDS OF THE GOLF FLEET, FLEET WEEKLY FUELING
- ENSURES FUEL SUPPLY BI-WEEKLY
- ORGANIZES CARTS FOR EVENTS

BENEFITS

- FULL GOLF PRIVILEGES DAILY
- UNIFORMS
- GUESTS WITH GOLF DIRECTORS KNOWLEDGE
- EQUIPMENT AT A DISCOUNT