

Golf Course General Manager

Facility Information:

Missaukee Golf Club is an 18-hole facility located in Lake City, MI and was established in 1970. Gently rolling terrain, a mix of hardwoods, five ponds and a small creek will leave golfers with a strong sense of true “Northern Michigan golf”. Golfers of all skill levels find us challenging, yet very enjoyable. We are a membership golf club that is also available to the public for open course play. We host a number of charity golf outings and receive strong support from our nearby community. The Golf Club cultivates future golfers with programs teaching youth golf fundamentals and providing a venue for high school golf training and competition. Over the years the facility has been continually updated to meet the needs of all golfers. We are enthusiastically looking for a career professional who will take our Golf Club to the next level.

Position Overview:

The Golf Course General Manager (GM) is responsible for the overall operation and profitability of the club. The GM manages and directs the pro shop, food and beverage operations, grounds crew, tournaments, outings, and equipment purchases and repairs. The GM is responsible for providing visible, energized, motivated and ethical leadership to guide all golf course personnel toward optimal results. The ideal applicant must be self-driven with exceptional management and customer service skills. In-depth knowledge of daily golf operations is essential. The GM will report to a Board of Directors. This is a full time seasonal position, April through November.

Key Responsibilities – include but are not limited to:

- Oversee the daily golf operations and play on the course
- Ensure the quality of customer service and satisfaction in all golf operations
- Actively work to grow outings, rounds and revenue while maintaining integrity and customer satisfaction
- Manage finances, including budget recommendations, income, expenditures and payroll
- Prepare operational and financial reports
- Ensure fiscal, legal and insurance obligations are met and take corrective action as needed

- Hire, train, schedule and oversee staff, taking corrective action as needed for improvement
- Promote a positive, team-oriented culture for all employees
- Determine course maintenance issues and address as needed
- Solicit, plan, promote and coordinate all programs, outings and events
- Facilitate junior golf initiatives and other programs
- Coordinate course improvement projects
- Assist in and execute the marketing strategy of the course
- Seek and implement cost savings opportunities
- Make decisions for the course within the scope of the position, take responsibility for those decisions and share the success with personnel
- Oversee food and beverage (bar and grill) operations, which currently features a limited menu, offering the opportunity for expansion and increased profit
- Manage inventory of merchandise and supplies
- Adhere to all federal, state and local laws regarding health, safety and employment
- Represent themselves and Missaukee Golf Club in a positive and professional manner at all times
- Maintain a positive and respectful online presence on social media and online reviews
- Provide golf lessons
- Maintain effective communication with the Board of Directors
- Attend scheduled monthly Board meetings as well as committee meetings on an as-needed basis

Minimum Requirements:

- PGA member, or PGA apprentice, in good standing is strongly preferred
- In-depth knowledge of golf course operations, retail, food and beverage and grounds maintenance
- Demonstrated experience and capability in the areas of fiscal management, financial analysis, budgeting, staff management, retail, marketing, customer service and vendor relationship management
- Strong written, verbal and interpersonal communication and customer service skills
- Solid supervisory, leadership and organizational skills
- Positive attitude, professional manner and appearance in all situations
- Experience operating a computer based automated cash register and general office equipment
- Ability to correctly handle monetary transactions

Compensation and Benefits:

Compensation and benefits may include, but are not limited to, an incentive for increase in gross revenue, contribution to a simple IRA plan, clothing allowance, reimbursement for education, tournaments and PGA dues, private lesson revenue and net profit from organized clinics. Compensation and benefits package is commensurate with the successful candidate's experience.

Job Type: Full-time

Experience:

- golf course management: 5 years (Preferred)

Work Remotely:

- No

Please send cover letter and resume to missaukeegolfclub@gmail.com