

Clubhouse Manager

Job Title: Clubhouse Manager

Reports To: Board of Directors

Location: Outlook Riverview Golf Course

Type: April till Nov

Salary Range: 32,000.00 to 40,000.00

Job Summary:

The Clubhouse Manager is responsible for overseeing the daily operations and management of the clubhouse facilities, ensuring a high level of customer service and member satisfaction. This includes supervising staff, managing events, maintaining the clubhouse's appearance and functionality, and ensuring compliance with safety and operational standards.

Key Responsibilities:

- **Facility Management**
 - Oversee the cleanliness, maintenance, and security of the clubhouse and surrounding amenities.
 - Monitor and maintain inventory and oversee purchasing activities.
- **Staff Management**
 - Recruit, train, and supervise clubhouse staff.
 - Schedule shifts and manage employee performance.
 - Ensure excellent customer service from all team members.
- **Member Relations**
 - Serve as the main point of contact for members and guests.
 - Handle member inquiries, concerns, and feedback promptly and professionally.
 - Promote a welcoming and inclusive environment.
- **Event Planning and Execution**
 - Plan, coordinate, and oversee clubhouse tournaments.
 - Work with vendors, caterers, and other external providers as needed.
- **Administrative Duties**
 - Process invoices, track expenses, and manage petty cash.
 - Handle payroll, cashier and financial transactions
 - Prepare reports for senior management or board meetings.
- **Compliance and Safety**
 - Ensure compliance with health and safety regulations, liquor licensing, and food safe.
 - Implement and enforce clubhouse rules and regulations.
 - Conduct regular safety inspections and risk assessments.

Qualifications:

- Proven experience in hospitality, facility management, or club operations (typically 3–5 years).
- Strong leadership and team management skills.
- Excellent interpersonal and communication abilities.
- Ability to multitask and stay organized under pressure.
- Proficiency in MS Office and/or clubhouse management software.
- Understanding of budgeting and financial management.

Working Conditions:

- Willingness to work evenings, weekends, and holidays as required.
- On-call availability in case of emergencies or special events.

Preferred Experience:

- Previous experience in a managerial role, preferably in the golf industry.
- Background in food & beverage operations is a plus.

Please forward resumes to:

riverviewdirectors@gmail.com