

Clubhouse Manager

Reports To: Canora Golf & Country Club Executive Board Members

Location: Canora Golf & Country Club, Canora, SK.

Work Period: April 15th till Oct. 31

Salary Range: Negotiable

This role description represents a starting framework. Final responsibilities, authority and compensation will be determined based on the candidate's experience, qualifications and the scope of responsibilities mutually agreed upon.

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 staff 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 club events & tournaments.
- Work with vendors, caterers, and other external providers as needed.

Administrative Duties

- Work with accountant to process invoices, track expenses, and manage petty cash.
- Handle cashier and financial transactions.
- Help prepare reports with accountant for board meetings.
- Attend Board meetings as requested.

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.