



## JOB DESCRIPTION

Position Title	Department	Reports to
Golf Operations Assistant Manager	Corica Park Management	Golf Operations Manager
Employment Status	FLSA Status	Pay Range
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	\$25 - \$28 per hour

### POSITION SUMMARY

The Golf Operations Assistant Manager (Golf Ops AM) assist the Golf Operations Manager in leading the team of associates in providing friendly, personable service for Guests. By working with, training and coaching team members; the Golf Ops AM is to promote the highest level of service to ensure quality Guest experiences while managing operation procedures.

The Golf Ops AM general responsibilities related to operating the facility include (but not limited to) opening/closing the facilities, managing golf play, practice range oversight, staff development, marketing/promotion, assisting at counter for calls, checking in players/events, and facilities maintenance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under direction of Golf Ops Mgr, provide oversight and management of practice range and golf operations and team members to ensure accuracy and efficiency of operating and guest programs
- Manage golf reservations, on course services and pace of play
- Uphold operating procedures, safety standards & guest satisfaction
- Ensure all areas are staffed and functioning efficiently
- Promote events and other targeted programs
- Focus on supporting business key performance indicators
- Maximize revenue and profit
- Perform other operational duties as assigned

### SKILLS REQUIRED

- Excellent communication, time management and organization skills
- Ability to promote positive team environment
- Energy, enthusiasm and a passion for service
- A high level of integrity and receptivity to change
- Ability to work as warranted outdoors
- Availability to work varied shifts, including weekends and holidays
- Ability to stand and walk for long periods of time

## **MINIMUM QUALIFICATIONS**

- 2+ years hospitality management experience with at least 1-year working in golf services (or comparable golf ops knowledge)
- High school diploma or equivalent

## **Schedule:**

- Full-time, 40-hour average weekly schedule
- Expected to be available to work most weekends and holidays and as warranted

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is typically low to moderate.

## **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.