

## **Clubhouse Manager – Gatineau Golf & Country Club**

### **Job Summary**

The Clubhouse Manager is fully bilingual in French and English.

The Clubhouse Manger is responsible for overseeing the golf operation and managing the daily food and beverage operations of the facility.

### **Responsibilities and Duties**

- : Be responsible for the day to day operations
- : Produce staff schedule schedules for food and beverage
- : Over see schedules for golf operation and be responsible for the costs
- : Sign off on all purchases
- : Follow Corporate policies
- : Be the face of the organization at all times
- : Assist the events coordinator on all events
- : Responsible for sales of tournaments
- : Over see head pro for membership and daily operation
- : Lead the marketing and work with suppliers and contractors
- : Train staff for the seasonal business

### **Qualifications and Skills**

- : 5 years of food beverage management
- : 5 years of golf related business
- : 5years senior management Skill sets
- : French and English fluency is required; reading, speaking and writing
- : Skilled in P.O.S systems
- : Understanding of general accounting

- : Lead managers meetings
- : Prepare reports for Head office
- : Lead menu development and beverage costing
- : Be familiar with general I.T. Support
- : Manage the maintenance of the facility and all the service contracts
- : Manage the golf superintendent and over see the budget
- : Be able do operational budgets annually
- : Work with PO purchasing policies
- : Be able to negotiate partnerships with providers
- : Be able handle stress
- : Seasonal work hours are not regular
- : Be able to be flexible
- : Be on call
- : Deliver required information in a timely manner

Send Resume to:

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