

HAYWARD GOLF CLUB



Hayward Golf Club is one of Northwest Wisconsin's top golf courses. The facility first opened for play in 1924 and the course was architecturally redesigned in 1998 by Ken Killian. The 6,000 square foot clubhouse opened in 2003 and features a well-stocked, well-staffed Pro Shop. The clubhouse is home of the Caddyshak, a sports bar and restaurant serving breakfast and lunch daily. The restaurant can seat up to 150 and is available for weddings, reunions and banquets. Hayward Golf Club is seeking a qualified, engaging professional to fill the position of Clubhouse Manager.

JOB DESCRIPTION

Job Name: Clubhouse Manager

STATUS: Year round/Full Time

SCOPE OF POSITION:

The Clubhouse Manager will supervise the daily activities of the CaddyShak Bar & Grill to ensure that customer service, food quality, and cleanliness of the facility matches the high standards of the Hayward Golf Club. The manager will set the tone for employees regarding professionalism, work ethic, and friendliness when interacting with members, guests, and other staff members.

The Clubhouse Manager will work closely with other department heads to co-ordinate daily operations and special events. The manager will oversee initiatives approved by the board of directors, and is responsible for achieving budgeted revenue, expenses, inventory levels, and profit margins.

The Clubhouse Manager is responsible for the operation and maintenance of the physical plant. The manager will ensure that the Clubhouse premises including the CaddyShak, bathrooms, public areas, pergola and parking lots are kept clean and maintained in good operating condition. The Clubhouse Manager is responsible for safety, sanitation, energy management, preventive maintenance and capital projects.

The Clubhouse Manager is responsible for the planning and execution of the 4th of July picnic and fireworks display. This includes securing permits, vendors & volunteers,

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coordinating activities with the Hayward Hawks baseball team, promoting the event, fundraising and clean-up.

REPORTING AUTHORITY:

The Clubhouse Manager reports directly to the House committee chair of the Hayward Civic Club Board of Directors. The Clubhouse Manager will meet on a weekly basis with the golf professional to coordinate events, expected play and staffing needs. The Clubhouse Manager will also be required to report business activities at a monthly House committee meeting and the monthly meeting of the Board of Directors of the Hayward Golf Club.

SUPERVISORY RESPONSIBILITIES:

The Clubhouse Manager will lead the entirety of the Caddyshak staff (kitchen, bartenders, servers, burger stand, and beverage cart personnel). The Clubhouse Manager will supervise the bar supervisor and kitchen supervisor. The Clubhouse Manager will oversee all ordering and inventory of food and beverage products. The manager will also order supplies and maintain inventory of items for the rest of the physical plant (defined above). This would include items like cleaning supplies and paper products. Golf specific supplies like scorecards and pencils will continue to be the responsibility of the Pro Shop.

COMPUTER SKILLS

Must be proficient in Microsoft computer tools including Outlook, Word, Excel and PowerPoint

Must have the ability to utilize social media to increase sales.

SPECIFIC DUTIES:

Administers and enforces all club rules, regulations and policies

CaddyShak Specific Website Management

Capital projects- planning, requests, execution

Communicate Daily/ Monthly financials to accountant

Compliance with Safety & Sanitation Regulations

Contact for non-golf vendors- i.e. insurance, utilities, repairs, cleaning service etc.

Proficient on use of point of sale systems.

Document daily financial reports

Event Coordination

Maintenance and repairs as needed to maintain plant in good operating condition

Manage bank levels and appropriate change amounts

Manage payroll for Caddyshak employees

Manage Revenue/Expense Budget

Orders and inventory control

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Plans and implements marketing programs, advertising and promotions
Process bills for payment
Responsible for cleaning and upkeep of the physical plant (defined above)
Staffing & Scheduling
Training
Tracking of Day-to-Day Business Operations

EMPLOYMENT REQUIREMENTS:

The Clubhouse Manager is required to be the brand ambassador of the Caddyshak Bar & Grill and the Hayward Golf Club. The Clubhouse Manager will constantly seek ways to improve the experience, service, and profitability of the operation. Enthusiasm and passion for the position are expected to successfully fulfill the role as leader. Customer service will be a primary focus of the Clubhouse Manager to ensure the overall experience of Hayward Golf Club patrons is always exceptional.

License Required (or ability to obtain)

Certified Food Safety Manager License
Safe Serve Bartending License

Compensation & Benefits:

A competitive base salary commensurate with prior experience and education.
Annual bonus based on performance metrics.
Complimentary golf, range and riding cart.

Individuals who meet the criteria should contact:
Jay Johns, House Committee Chair
jayejohns@gmail.com
309-660-8454

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<https://www.haywardgolf.com/>