

Corporation of the Town of Marathon

POSITION DESCRIPTION

Position Title: Golf Course Clubhouse Supervisor

Reports to: Community Services & Recreation Coordinator

Position Description: Responsible for ordering menu items and beverages from suppliers, staff scheduling and inventory control; picks up supplies from local suppliers as required; performs duties of Pro Shop Attendant/Food & Beverage Server.

Responsibilities:

1. Order and handle all stock and inventory items as needed and pick up supplies from local suppliers as required.
2. Supervise cleaning and straightening of work area and washing of equipment, ensuring proper sanitary procedures.
3. Schedule and provide day-to-day guidance to serving staff.
4. Coordinate with Golf Pro in planning and implementing food menu for clubhouse operations and upcoming events/functions.
5. Prepare food items and direct/instruct Servers on how to prepare same as well as serve food and beverages.
6. Unpack, verify shipments with packing slips and store supplies in refrigerators, cupboards and other storage areas; keep records of the quantities of food used, monitor inventories and reorder as required.
7. Wash work tables, cupboards and appliances, remove trash and clear kitchen garbage containers, sweep and mop floors and perform other cleaning duties.
8. Monitor and enforce provisions of Municipal Alcohol Policy, Liquor Licence Act, Food Premises Regulations, etc.
9. Work in a safe manner in accordance with the Occupational Health & Safety Act and Regulations.
10. Ensure all staff is regularly made aware of any unsafe practices and/or situations witnessed by the Food & Beverage Supervisor or brought to the attention of the Food & Beverage Supervisor and that such unsafe practices and/or situations are documented with corrective action and the appropriate individuals are made aware of same.

11. Answer the telephone and record tee-off bookings.
12. Work with tournament organizers on scheduling bookings, advising of fees, required course policies and etiquette, etc.
13. Register season pass holders and issue daily fee tags.
14. Rent clubs, pull carts and power carts.
15. Collect season and daily green fees, power cart trail permit fees, as well as locker rental fees.
16. Inform local and visiting golfers in a helpful, clear and concise manner, of programs, services, local events, golf course rules of etiquette and answer any questions they may have.
17. Maintain accurate records which include:
 - (a) cash summary report;
 - (b) golf course statistics form, which identifies number of rentals and type per day; daily passes used; annual passes used; weather, etc.;
 - (c) membership sign-in page;
 - (d) incident and accident reports when required;
 - (e) visitor/golfer register and surveys, including weekly summaries; and,
 - (f) complaint/concern/suggestion forms, including summary of actions taken
18. Work cooperatively with others and accept direction from supervisors. Perform other related duties as assigned.

Qualifications:

- Minimum of one (1) year of post-secondary education or related experience (experience as a supervisor would be an asset);
- Valid standard first aid certificate;
- Valid driver's license and access to reliable transportation to pick up supplies from local suppliers, if required;
- Minimum of eighteen (18) years of age and completed Smart Serve training program;
- Willing to work weekends and evenings
- Provide a criminal record name check satisfactory to the Employer

Employment Term: May to October

Employee's Signature: _____

Supervisor's Signature: _____

Date: _____, 2 _____

03/19