

General Manager Position for San Carlos Golf Inc. a semiprivate golf club located in Fort Myers, Florida.

Resumes will be accepted via email to gmp@san-carlos-golf.com until June 7th 2024.

Overview

Serves as chief operating officer of the club manages all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and Industry. Coordinates and administers the club's policies and procedures as defined by club policy and directs the work of all department managers. Implements and monitors the budget, monitors the quality of the club's products and services, and ensures maximum member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment. Responsible for all food and beverage production and service for the club. Directly supervises Food and Beverage Manager. Plans and implements budgets, recommends employment, supervises, trains and terminates club personnel and applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded. Coordinates and administers the club's policies.

Experience Required

Knowledge, Skills, and Other Abilities:

- Requires advanced knowledge of agronomy and turf grass management practices.
- Working knowledge of golf facility construction principles
- Working knowledge of practices, methods, and a thorough understanding of the rules and strategies of the game of golf
- High degree of administrative and executive ability, especially in terms of problem solving and decision making
- Knowledge of current federal, state and local laws and regulations affecting management of golf course operation – including but not limited to employment, safety, and environmental stewardship standards, laws, and regulations.
- Participates in continuing education opportunities such as seminars, workshops, correspondence, field days, and trade shows.
- Time management skills
- Oral and written communication skills
- Professionalism

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, QuickBooks, Paychex Payroll System, Internet Explorer, and Google chrome.

Education/Experience:

Four to six years of related experience and/or training; or equivalent combination of education and experience.

Essential Responsibilities:

- Reviews and initiates programs to provide members with a variety of popular *
- Analyzes financial statements, manages cash flow, and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action, as necessary. *
- Works with subordinate department heads to schedule, supervise and direct the work of all club employees. *
- Participates in outside activities that are judged as appropriate to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community. *
- Implements general policies established by the Club Bylaws directs their administration and execution. *
- Plans, develops, and approves specific operational policies, programs, procedures and methods in concert with general policies. *
- Coordinates the development of the club's long range and annual (business) *
- Develops, maintains, and administers a sound organizational plan, initiates improvements as necessary. *
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional

development programs. Recommends employment, supervises, trains, and terminates club personnel. *

- Participates and contributes time to selected organizations and associations toward maximum professional benefit to self and to staff. Attends conferences, workshops and meetings to keep abreast of current information and developments in the field. *
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required. *
- Coordinates and serves on appropriate club committees. *
- Welcomes new club members; "meets and greets" all club members as practical during their visits to the *
- Executes the general responsibilities common to all executives in minimizing the costs of departmental operations and in safeguarding the property and reputation of the *
- Consistently ensures the club is operated in accordance with all applicable local, state and federal laws. *
- Oversees the care and maintenance of all the club's physical assets and facilities. *
- Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present *
- Ensures the highest standards for food, beverage, sports and entertainment and other club services. *
- Establishes and monitors compliance with purchasing policies and procedures. *
- Develops an operating budget for each of the club's departments; after approval, monitors and takes corrective action as necessary to assure that the budget's sales and cost goals are attained. *
- Monitors policies relating to personnel actions, training and professional development Recommends employment, supervises,

trains and terminates club personnel. Assures that effective orientation and training for new staff and professional development activities for experienced staff are implemented. *

- Inspects to ensure that all safety, sanitation, energy management, preventive maintenance and other standards are consistently met. *
- Assures all standard operating procedures for sales and cost control are in place and consistently *
- Monitors and responds to email notifications. *
- Helps plan external and internal marketing and sales promotion activities for the club operation. *
- Helps plan and approve the organizational chart, staffing and scheduling for all club *
- Manages the long-range staffing needs of the club. *
- Approves the menus proposed by the Executive Chef for all outlets and special *
- Establishes quantity and quality output standards for personnel in all positions within the club. *
- Develops new techniques for food and beverage presentation toward maximum member satisfaction at minimal food cost. *

Benefits

401K
Medical
Dental
Vision
Employee Assistance Program
Pd Vacation time
Pd Sick time