

Position Available



General Manager
Stewart Peninsula Golf Course
The Colony, TX

Introduction

Stewart Peninsula and Anderson Inc. are looking for a qualified General Manager to manage the daily golf operations, promote, market and increase rounds and revenue at Stewart Peninsula Golf Course.

Salary

\$50,000 plus bonuses

The Course

Inspired by both Scotland's classic links architecture courses and California's Monterey Peninsula coastal courses, this Tripp Davis design presents unique challenges on every hole, which force choices. The wind factor changes every two holes. The 9th/18th hole, a terraced par five, reminiscent of the classic seaside holes at Harbor Town and Pebble Beach, rewards precise aggressive play and punishes thoughtless shots.

General Manager

- Must have fundamental knowledge of the game of golf, rules of golf, golf facility operations and tournament operations
- Must have fundamental supervisory practices and principles
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Service and customer focused attitude
- Self-motivated with desire to promote and market the facility
- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies
- Directs the marketing and publication of newsletters, informational, and promotional materials to ensure increase in rounds and revenues on a consistent basis
- Compiles information from market competition to properly position the facility in the marketplace
- Develop and manage an innovative tournament program that services all customer segments
- Develop, maintain, update, and utilize customer database.
- Analyzes and monitors income and expenses relative to plans, implements corrective measures as needed, and reports status on a monthly basis
- Ensures the highest standards for golf services and programs, golf course and practice areas, food and beverage, recreation, entertainment, and other facility services
- Establishes personnel policies; ensures proper hiring, training, supervising, personal development,

General Manager
Stewart Peninsula

- Establishes personnel policies; ensures proper hiring, training, supervising, personal development, payroll and corrective action in accordance with fair labor standards and safety
- Monitors the performance of all daily operations, functions and services; assures high standards and total customer satisfaction
- Responsible for the development and preparation of budgets, including forecasting and review of all facility revenues and expenses on a daily, weekly, monthly, and annual basis
- Develops / coordinates the development of long range, annual business, and capital plans
- Assures operational compliance with local, state, and federal laws
- Maintains knowledge and compliance with all lease terms and contractual obligations
- Develops/implements general policies. Approves specific operational policies, programs, and procedures in harmony with the mission and general policies
- Oversees the care and maintenance of all physical assets and facilities
- Oversees the development of operating procedures and training manuals
- Establish personnel policies and ensure evaluations and annual reviews are completed and recorded for all applicable staff
- Foster open communication within the facility
- Develops and maintains all customer safety and emergency policies and procedures
- Communicates to controlling entity on a structured and timely basis
- Track and verify all players and guests, golf cars and other charges necessary, and facilitate accurate accounting and recordkeeping
- Oversee golf car fleet while ensuring proper maintenance and recordkeeping
- Oversee retail merchandise concession in step with the mission of the golf operation and facility, while maintaining profitability
- Supervise physical inventories, present a diverse and desirable array of golf equipment, apparel, and accessories
- Maintain a close working relationship with the Golf Course Superintendent and provide advice on course playability and tournament set up
- Coordinate plans with the Food and Beverage Manager for food and beverage needs for all golf functions
- Experienced computer user including; Microsoft Word and Excel. Proficient in other applications, i.e. email, internet, tournament and database
- Maintain and promote a positive professional image within the community
- Attend conferences, workshops, meetings, and trade shows to keep abreast of marketing and business trends

Preferred Certifications (not mandatory)

- Customer Service, Marketing or other pertinent certifications
- PGA of America membership in good standing in an active classification
- Actively pursue PGA membership (if a PGA Apprentice) in a timely manner through the PGA Professional Golf Management (PGA PGM) program
- Certification or membership in the Club Manager Association



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