CARIBOU COUNTRY CLUB

GENERAL MANAGER JOB DESCRIPTION

The General Manager position will include responsibility for supervision of all duties related to the operation of the Pro Shop, daily kitchen activities, and the management of the clubhouse. This job description includes duties and responsibilities for each of these areas. The General Manager reports to the club President.

PRO SHOP

The General Manager will:

1. Make every effort to open the Pro Shop at 7:30 AM on weekdays and at 7:00 AM on weekends and holidays (weather permitting) and close the shop each day when it is determined that all golf activities, requiring his/her (or his/her designee) attention, have ended for the day. Regular season closing time for the clubhouse is 7:00PM (may be adjusted due to daylight or inclement weather at the direction of the board of directors.)
2. Collect green fees, power cart rentals, and driving range fees on behalf of the Club and shall keep accurate records of such monies received.
3. Oversee the daily financial transactions of the pro shop and clubhouse activities. Make deposits of all monies collected by the Club on a timely basis (daily whenever possible and practical). If it is not possible to make a deposit, monies should be secured overnight and no amount in excess of $500 will be left on the premise.
4. Pick up the mail daily and process or distribute as required.
5. Require all members and guests to check into the pro shop before beginning play and are registered in the tee time system.
6. Maintain the current membership records.
7. Control play on the course and the use of power carts including the enforcement of power cart rules. When conditions require, restrict the use of power carts to specific areas of the course or prohibit use altogether.
8. Limit the size of groups playing together thus promoting faster play. Restrict players from beginning play on holes other than the 1st tee. During high demand tee times, pair players to fill the groupings on the tee sheet.
9. Coordinate all tournaments and league play, and in conjunction with the tournament committee, conduct all golf activities on the golf calendar. Manage use of online tournament management (ie: Golf Genius) for registration and scoring for leagues and tournaments. Attend all tournaments and events to help and supervise staff.
10. Make power carts available for rental each day and secure each night. Ensure the pro shop staff is cleaning the rental carts of debris after each rental return.
11. Oversee the management of the driving range and practice area.
12. Maintain appropriate records of all inventory and business transactions and provide required

reports to the club accountant.

13. Establish work schedules and assign appropriate duties to the clubhouse employees.
14. Report payroll hours to the bookkeeper as required as well as pickup payroll checks and distribute.
15. Supervise the seasonal opening and closing of the clubhouse including but not limited to, sanitizing the ice maker, conducting water tests as required.
16. Ensure that the club house and pro shop are kept clean. This includes but is not limited to all areas of the pro shop, dining room, kitchen, bathrooms and deck. Assign pro shop staff cleaning duties to accomplish daily cleaning needs.
17. Communicate with the grounds superintendent in preparing the golf course for play and communicate problems with course conditions and maintenance.
18. Attend the Marketing Committee meetings and coordinate with our marketing team to promote all club activities and promotions, including during the off season.
19. Attend Board of Directors meetings and provide manager's report.
20. Serve as ex-officio member of appropriate Board committees as directed by the club President.
21. Assures availability of services and merchandise by maintaining inventories. Review and coordinate merchandise and pricing with the board of directors annually.
22. Process all online orders daily as required including all off season orders.
23. Protects employees and customers by providing a safe and clean store environment. Report any deficiencies to the club President and scheduling required maintenance.
24. Maintain all certifications and licensing required for operation of the clubhouse in coordination with the Secretary of the Board of Directors.
25. Manage cart storage space rental and assign storage stalls as needed.

KITCHEN

The General Manager will:

1. Supervise all daily kitchen activities.
2. Record and deposit all sales related to daily kitchen activity.
3. Help the House Committee coordinate the Club House rental schedule.