



Assistant Group Golf/F&B Manager

The Assistant Group Golf/F&B Manager reports directly to the Group Golf and F&B Manager. Under the supervision of the GG/F&B manager, the assistant GG/F&B manager will participate in providing administrative and F&B support for leagues, organized group play and golf events; and does related work as required. The assistant GG/F&B manager may serve in the GG/F&B manager's capacity during absence of the manager.

Essential Functions of the Job:

- Possesses a passion for customer service and elevated guest experiences.
- Extremely flexible with ability to reprioritize work as required, work in a team environment, and present a positive demeanor.
- Assist in filing and record keeping as needed to organize and operate league play, outings, membership programs, and any special events.
- Learns about controlling costs of all food and beverage outlets by assisting manager.
- Ability to exercise independent problem solving and decision making with a high degree of initiative and self-coordination.
- Assists in supporting groups with scheduling, tee time and or shotgun pairings, scoring material and other events needs or printed material.
- Serves as a tee sheet manager by assisting in the organizing the daily play, leagues, golf events, and group outings insuring maximum utilization of the tee sheet each day.
- Must learn how to successfully prepare, cook, serve, and clean up following all events.
- Assists in successful F&B operations for all golf course outings, league functions and picnics, group golf play, and other special golf events as needed.
- Assists in all Golf Course Membership Programs notices, dues collection and any bookkeeping associated.
- Assists in Swim Club Membership Program notices, dues collection and any bookkeeping associated.
- Will be required to fill in as a Golf Shop Cashier, Snack Bar Attendant, Bartender, etc. to relieve/back-up staff during peak periods or when short staffed.
- Ability and willingness to work after hours or on weekends on an occasional basis to meet workload, event, or golf course operations demands.
- All other reasonable assignments given by the GG/F&B manager.

Requirements:

- High School Diploma.
- Must be RAMP certified in Pennsylvania.
- Computer skills using Golf Now Reservations or G1 or similar POS system.
- Complies with applicable health, alcoholic beverage, fire, and other local/state laws.
- Knowledge of GHIN Handicap system preferred.
- Computer skills using Windows, Outlook (Word, Excel, Publisher, and PowerPoint).
- Excellent written and oral communication skills.
- Position will be required to work a varied schedule that may include evenings, nights, and weekends. Reliable and predictable attendance is required.
- Meet or exceed all essential functions of the job, including but not limited to, work performance goals.

Physical Demands:

- Must be able to frequently sit, stand, bend, use hands to finger, handle, or feel; and talk or hear, stoop, kneel, crouch, crawl, and walk.
- Ability to lift 25 lbs., and to lift overhead and push/pull, move lighter objects.

Work environment:

- Generally, works in an office environment; however, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, extreme cold, and extreme heat on event days.

Notes: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.