



## CLUBHOUSE MANAGER

Bring your skills and knowledge to this exciting opportunity at the Red Lake Golf and Country Club in scenic Northwestern Ontario, recognized as one of Canada's Hidden Gems by GolfPass and voted 2025 Business of the Year by the Chukuni Business Awards.

Reporting to the General Manager, the **Clubhouse Manager** is responsible for the overall operational, financial, and service performance of the Clubhouse. This role provides **executive oversight** for Food & Beverage, Pro Shop retail, and event management. The Manager is a key driver in cultivating an **exceptional member and guest experience** through effective staff leadership, financial management, and policy implementation. This demanding position requires strong leadership, business acumen, and availability for long, flexible hours, including peak club times (evenings, weekends, and holidays).

### Key Responsibilities

- **Operational Oversight:** Direct and manage all day-to-day Clubhouse services, including high-quality Food & Beverage, Pro Shop retail, and administrative functions.
- **Staff Leadership:** Lead, mentor, and supervise all Clubhouse staff, ensuring proper scheduling, performance standards, and a professional, customer-focused service culture. Foster a collaborative environment and positive working relationships among all clubhouse staff to ensure efficiency. Lead weekly goal setting meetings.
- **Member Experience:** maintain a highly visible presence, proactively soliciting feedback, and ensuring all member/guest needs are promptly and professionally addressed.
- **Events Management:** Strategically plan, coordinate, and execute all club events, including tournaments, member functions, weddings, and corporate outings, ensuring seamless delivery and client satisfaction.
- **Financial Management:** Monitor and analyze financial performance (revenue, expenses, profitability) across all Clubhouse departments and collaborate with the General Manager to develop and implement strategies for financial improvement.
- **Inventory & Purchasing:** Manage inventory control and purchasing for all food, beverage, and retail merchandise, optimizing stock levels, minimizing waste, and preventing theft.
- **Facility Standards:** Ensure that the clubhouse, grounds, and all associated areas are kept clean, organized, well-maintained, and appealing to members and guests.
- **Safety & Compliance:** Ensure that all safety, health, and operational regulations are followed, including maintaining records and documentation of safety training and inspections.

## Knowledge and Skill Requirements

- **Experience:** Minimum of **3-5 years** of progressive experience in a Clubhouse Management or senior Hospitality leadership role.
- **Leadership:** Strong leadership and management skills, with the ability to motivate and mentor staff to deliver exceptional customer service. Commitment and positive attitude
- **Communication:** Excellent written and verbal communication and interpersonal skills, with the ability to interact effectively with customers, staff, and vendors.
- **Technical Skills:** Technically proficient in Microsoft Office Suite, Club Management/Point-of-Sale (POS) systems, and inventory software.
- **Certification:** Valid Food Safety Certification is mandatory (e.g., Safe Food Handler or equivalent). Valid Smart Serve Certificate.
- **Industry Knowledge:** Familiarity with golf industry operations and private club culture is highly desirable.
- **Availability:** Ability to work flexible hours, including weekends and holidays.
- **Physical Demands:** Ability to lift up to 50 pounds and stand or walk for extended periods.

Salary range is \$5,000 - \$7,000 per month (depending on qualifications) during the 6-month operating season plus some benefits. If you are interested in this position, please submit your resume to [golfredlake@golfredlake.com](mailto:golfredlake@golfredlake.com)