



The Hillcrest Golf Club provides an affordable, quality golfing experience for our community while maintaining financial stability. We are committed to having an atmosphere that is conducive for golfers of all ages and abilities in a welcoming and mutually respectful environment.

Job Title: General Manager

Start Date: Immediate

Job Summary:

- Leading the operations of the pro shop, range, carts, advertising, and the food and beverage operations
- Focusing on creating and developing a teaching program to meet the requirements of the Hillcrest Golf Club in respects to both competitive and recreational junior golfers
- Maintaining accurate inventory controls as well as ensuring accurate record keeping
- Member and public relations

Desired Skills and Experience:

The successful candidate must possess and/or be capable of:

- a golfing background with additional experience in food and beverage services
- managing all duties associated with the day to day pro shop and restaurant operations.
- strong interpersonal skills and an ability to relate to and motivate staff
- strong managerial and financial skills, ability to read and analyze reports
- effective communication skills both written and verbal
- organized, able to prioritize and follow-up efficiently
- energetic and enthusiastic with an ability to work in a fast-paced environment
- a passion for retail with a strong understanding of the game of golf
- team-oriented with an empathetic and tolerant personality
- being a PGA of Canada professional is an asset but not a requirement

Roles and Responsibilities:

- Control all player inquiries, requests and information, and be the key contact for tournament golf and on course events
- Create and manage all golf programs. This includes creating member programs, tournament opportunities and incentives to increase green fee players as well as membership players
- Initiate and support tournaments and Men's Night by utilizing pro shop merchandise for prizes and ensure all the pro shop stock sufficiently meets our golfer's needs
- Manage the pro shop, food and beverage, carts, and range in all areas including inventory, sales, rentals and staffing including the hiring and termination of staff, all while working within the confines of the budget
- Work with considerable independence and are responsible to make decisions requiring technical discretion, sound judgment and familiarity with the standards of public golf course operations



- Work directly with the course superintendent to ensure we are providing the best product to our customers in terms of safety, course quality and rules while operating within the confines of our budget
- Ensure there are timely scheduled teaching programs for all skill levels of golfers while placing a special focus on the junior program. All lesson proceeds shall be the proceeds of the CPGA golf teaching professional
- Manage the preparation of budgets and golf/food and beverage reports to be presented at board meetings at year end reviews
- Conduct the daily financial responsibilities; this include, but are not limited to: collecting business fees, assuring the balance of the pro shop/food and beverage tills daily, making bank deposits, and maintaining proper accounting by working with the bookkeeper to allocate income and expenses
- Report directly through the president while working with the Food and Beverage Committee, Golf Committee and Finance Committee on daily, weekly and monthly basis
- Ensure safe food handling, menu, inventory, ordering, acquire all corresponding licenses and follow all regulations associated with Food and Beverage operations of the Hillcrest.
- Manage incoming and outgoing mail services for the Hillcrest.

To apply for the General Manager position, please email the Hillcrest Golf Course board at hillcrestfeedback@gmail.com by June 15th, 2017.

For all inquires on further information, please contact Mike Friebe, President of Hillcrest Golf Club, at mfriebe@hotmail.ca.