

 <p style="text-align: center;"><b>Job Title:</b> <b>Club House Coordinator – Day to Day Operations</b></p>	<p>Job ID: <b>ST765MF</b></p>
<p><b>Responsibilities</b>  Supervises /schedules part-time staff and ensures duties are completed  Ensures exceptional customer service addressing any needs or concerns and resolving immediately  Advice club owner on any outstanding unresolved issues  Supervise P/T Summer Students  Oversees and enforces the golf course policies, and procedures  Overall day to day service levels for the Club food and beverage area  Keeping membership lists and information updated  Orders supplies  Work with event organizer to support course events  Ensures the tee time booking system is running smoothly  Work with owner on schedules, regular staff meetings focused on customers, operations and improvements  Communicating regular updates  Maintains a good working relationship with owner and other areas of operation (golf course superintendent)  Ensures all staff are properly trained  Develops staff training materials, as required  Ensures staff are treated fairly and equitably  Performs other duties as assigned or required by the owner</p> <p><b>Qualifications</b>  Must be able to work a 5-day work schedule with flexible starting times and some potential weekend work  Experience managing staff  Proficiency with Microsoft Office  Workplace Health and Safety training  Knowledge of the rules of golf and club rules  Strong organizational, interpersonal, planning and prioritization skills  Must be able to work under pressure and meet deadlines  Must have excellent customer service skills, be friendly and personable  Self-motivated with a desire to promote and market  Strong communication skills, verbal and written  Professional conduct and appearance  Good time manager, Self-motivated and uses initiative  Grade 12 minimum  Must have a valid drivers license</p>	<p>Date Posted: <b>January 11, 2021</b></p> <p>Location: Ferguson Line - Belmont, ON,</p> <p>Wage: Wages: Dependant on Experience</p> <p>Hours: Full time Seasonal April – November</p> <p>Education:</p> <p>Other:</p>
<p><b>To Apply:</b>  With the <b>Job ID</b> in the subject line, email resumes to <a href="mailto:jobs@employmentserviceselgin.ca">jobs@employmentserviceselgin.ca</a></p>	<p>Apply By: <b>March 20, 2021</b></p>