



## **JOB POSTING – Blue Ocean Golf Club**

<b>Position Title:</b>	Head Professional	<i>Blue Ocean Golf Club is a public 18-hole championship golf course with a full service golf shop, covered practice facility, golf academy, clubhouse and the Blue Ocean Bar &amp; Grill. Located in beautiful Sechelt BC on the scenic “Sunshine Coast,” Blue Ocean offers guests a great golf and culinary experience with exceptional service, stunning scenery, and meticulous course conditioning.</i>
<b>Department:</b>	Golf Operations	
<b>Reports to:</b>	General Manager	
<b>Job Type:</b>	Salary Year Round	
<b>Application Deadline:</b>	January 19, 2018	
<b>Start Date:</b>	February 1 - 28, 2018	

### **POSITION OBJECTIVE**

To ensure the proficient operation of the golf department and all related activities and business development. Ensure company goals of customer service satisfaction, employee teamwork, financial performance and reporting requirements are achieved at all times.

### **RESPONSIBILITIES & EXPECTATIONS**

- Develop programs for green fee, membership and academy
- Manage all golf department activities and employees
- Teach golf to a wide range of abilities and mentor Assistant Professionals
- Maximize revenue potential of the golf operation
- Promote the club to the general public and help grow the game

### **DUTIES AND RESPONSIBILITIES**

#### **1. Department Specific Duties**

- Communicate effectively with management team and team members at all times
- Ensure that POS system is operational and accurate at all times
- Ensure the team is scheduled efficiently and well in advance
- Provide coordination and services for all tournament and events
- Punctuality and professional appearance are daily expectations
- Prepare the department budget
- Ensure department budget is strictly adhered to, revenue maximized and expenses controlled
- Ensure proper ordering, receiving and pricing procedures are followed and goals for margins and cost of goods sold are met
- Conduct monthly inventory counts and reporting is completed punctually and accurately
- Merchandise the golf shop maintaining an attractive and an orderly appearance
- Maintain a quality and presentable golf cart fleet. Conduct preventative and scheduled maintenance as outlined by golf cart operation manual
- Administer golf club rental program
- Promote the Club throughout the community
- Play golf with members and guests of all skill levels and abilities as required
- Attend industry trade shows as required
- Attend to guest requests and complaints as required
- Attend/conduct department communication meeting as required
- Complete additional projects as required for General Manager

## **2. Guest Experience**

- Create & maintain a welcoming club environment for members and guests
- Maintain the high standard of guest service expected by members and guests

## **3. Human Resources**

- Employ personnel that exceed expectations and are suited to working in a golf course environment
- Orientate and train employees so as to ensure that each individual has a complete understanding of the Club's policies
- Maintain current departmental manual for the golf department
- Build an efficient team of employees by taking an active interest in their welfare and development
- Conduct employee performance appraisals as required
- Terminate employment of personnel as required

## **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

### **1. Technical Skills and Knowledge**

- Class A Golf Professional in good standing with the PGA of Canada
- Current First Aid certificate preferred
- Strong computer skills with POS experience and proficiency in Microsoft Office suite of programs

### **2. Abilities**

- POS knowledge and programming
- Business management
- Superior organization skills
- Excellent written and verbal communication skills
- Quick evaluation and decision making
- Friendly, helpful telephone manner
- Strong comprehension of the English language
- Must be able to work in a fast paced environment and meet deadlines as required
- Work efficiently in a non supervised position

## **WORK CHARACTERISTICS**

- Primarily inside work within an office environment
- Some outside work required
- Will be required to work on a shift basis, including weekends and evenings

### **Please send your resume and cover letter to:**

Ken Langdon, General Manager  
klangdon@blueoceangolf.ca

**Posting closes: January 19, 2018**

**Salary: Commensurate with experience**

**Teaching: 80% of teaching revenue**

**PGA of Canada Dues paid by the club**

**Meal allowance**

Start Date: Feb 1 – Feb 28 negotiable

Only successful candidates will be contacted for interviews