

**FOSS PARK DISTRICT  
1730 LEWIS AVENUE  
NORTH CHICAGO, IL 60064**

**TITLE: Golf Course Assistant Manager**

(this is an IMRF qualified position)

**GENERAL STATEMENT OF DUTIES:**

Responsible to the Golf Course Manager for ensuring that overall objectives, policies, programs, and fiscal practices of the golf and clubhouse operation are implemented. Responsible for delegating to assigned subordinates appropriate authority to fulfill a portion of assigned responsibility.

**SUPERVISION EXERCISED:**

Golf Course staff including Pro Shop, Starters/Rangers, and Cart Personnel plus Food & Beverage staff.

**SUMMARY OF DUTIES & RESPONSIBILITIES:**

- Supervise and be responsible for the direct operation of the golf course, clubhouse, pro shop, driving range, and all food service during the absence of the Golf Course Manager.
- Interprets and enforces the policies, rules, and regulations of the District regarding golf operations and food service. Ensures that all guests and functions adhere to District policies and regulations.
- Orders, purchases and maintains an adequate inventory of supplies to provide a variety of items for sale. Inventory records shall be maintained on a weekly basis and monitored for authorized use.
- Assist golf groups in planning food for their events and make provisions to prepare food or order from another food caterer, with final confirmation through the Golf Manager.
- Instruct and supervise employees to maintain a clean dining area and kitchen food preparations area.
- Responsible for daily cash receipts and accounts for safe keeping of safe according to established park district policies and procedures. Operate cash registers and terminals in the absence of Pro Shop and Food Service personnel.
- Maintains a system of records and reports.
- Perform various duties as assigned. Ability to perform all duties and responsibilities of all golf course personnel during their absence.

**HOURS:**

The operation of the clubhouse, pro shop, and golf course required continuous supervision, direction and courteous attention to the needs of golfers, and rental groups of the facility, and to enforce proper etiquette and the rules of the golf course. The Assistant's hours will be based on a 40 hour work week and as needed and assigned by the Golf Course Manager.

**KNOWLEDGE AND ABILITIES:**

- ◇ must possess supervisory skills, and management abilities.
- ◇ must possess a personality that will make people feel welcome and that reflects favorably

on the golf facility and the District.

- ◇ the ability to deal effectively with others and staff.
- ◇ must promotional ability, physical and mental energy and have demonstrated problem solving skills.

**PHYSICAL REQUIREMENTS:**

Physically able to conduct inspections on foot and to withstand long hours during peak season of operations. Lift and carry merchandise and supplies up and down stairs, to and from storage areas.

**PRE-EMPLOYMENT CONSIDERATIONS:**

Must submit to Park District hiring policies, which currently include:

- ◇ criminal background check
- ◇ pre-employment physical & drug screening