

General Manager
El Cariso Golf Course, Sylmar CA

Do you have a passion for golf and know what it takes to deliver an exceptional golf experience? Do you have management, communication and planning skills that are underutilized in your current position? Are you longing to take on greater challenges and to fully realize your potential as a leader? Would you like to be an ambassador for your property, working with a diverse clientele, engaging with the community to find new and creative ways to bring them to the course. If so, the position of General Manager for El Cariso Golf Course may be right for you.

El Cariso Golf Course, an Executive 18-hole course features scenic and mountain views and beautiful lakes. This beloved LA County course will be coming into a renaissance period under new management by CourseCo, Inc in March 2023.

CourseCo a leading golf management company with 34 years of experience in golf operations, agronomy, food and beverage services, marketing, community relations, and construction. Their portfolio includes 42 golf courses in six states. CourseCo has been named a Top 100 company in the golf industry multiple times. The company continues to expand creating significant opportunities for its employees to grow their personal careers and be a part of a rising organization.

Job Purpose:

The General Manager is responsible for the successful management of all aspects of the course including the relationships between the course and its members, guests, golf course personnel and the community. The General Manager works directly with all department managers, implements and monitors the budget, monitors the quality of the club's products and services, and ensures maximum member and guest satisfaction. The General Manager will work closely with company leadership and the Senior Operations Manager in the successful operation of the course.

Responsibilities:

Maintain and grow membership and/or customer base by promptly handling member and guest concerns and issues

Ensure open communication and high visibility to members and guests by conducting daily walk-throughs of the club

Ensure the club is operated in a fiscally responsible manner. This includes adherence of budgets and operations, as adopted by the company and the ownership group

Generate revenue by acting as sales manager for the entire club; managing the reservation system; reviewing daily utilization levels and tee sheet to verify conformity with standards and identify price integrity and demand opportunity; expanding sales by initiating and monitoring effectiveness of monthly promotions, demand managements, and demand creation strategies

Manage budget and expenses by; utilizing labor scheduling tools to follow demand patterns; reviewing account payables to verify available discounts and examine invoices; reviewing account receivables reports and general ledger on a monthly basis to verify correct coding, identify questionable expenditures and follow up on receivables over 60 days; monitoring inventory levels for merchandise, food and beverage; completing and submitting approved audit forms on a monthly basis

Serve as the community liaison for the club. Meet with special interest groups to positively impact growth in membership and event business

Consistently ensure that the club is operated in accordance with all applicable local, state and federal laws

Manage staff by training, directing, supervising, evaluating and implementing corrective action when required

Recruit, hire and retain a diverse team of top talent

Conduct weekly department head and bi-monthly co-worker meetings

Act as a role model for all employees by demonstrating behavior and work ethic expected of all El Cariso employes and ensure adherence of all human resources administrative duties

Manage facilities by working closely with Superintendent and all other department heads to ensure compliance with all applicable regulations.

Follow all national, state, and local safety, health, and sanitation guidelines.

Performs other related duties as assigned

Qualifications:

Public course experience and 2 years as Head professional, Golf Operations Manager, Assistant General Manager or General Manager is preferred

2 years of experience managing financials including Profit & Loss Statements preferred

Proficient in computer software including Microsoft Word, Excel, PowerPoint, Point of Sale, Outlook, etc.

Familiarity with social media platforms such as LinkedIn, Facebook, Instagram, Twitter, TikTok, etc.

Understanding of golfing industry

Excellent verbal and oral communication skills

Knowledge of different business functions

Strong decision-making capabilities

Proven ability to develop and maintain financial plans

Ability to multitask, prioritize and manage time efficiently

PGA/LPGA member in good standing

Ability to lead a team

Ability to motivate and lead people, and hold employees accountable

Education:

Bachelor's degree in business management or related field preferred

Working Conditions:

Days and hours of work vary by schedule and business needs.

Evening, weekend, and holiday work will be required.

While performing the duties of this job, the employee may be required to stand for long periods of time, to walk, read, hear, talk, balance, climb, use hands, use fingers, reach, stoop, kneel, crouch, crawl, smell, taste, push or pull. The employee may be required to lift and carry objects weighing up to 50 pounds.

Specific vision abilities required for this position include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

El Cariso Golf Course is a CourseCo, Inc managed facility. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristics protected by law.

Successful applicant will be required to complete a pre-employment screening process and have a valid documentation proving eligibility to work that will be validated online.

Compensation:

\$80,000/\$90,000 DOE

Benefits include shared health plan, PGA dues, vacation, cell phone expenses and approved education.

To Apply: Please contact Aaron Hensley, Senior Operations Manager at ahensley@playvalleyoaks.com