



Assistant General Manager

Sweetwater Country Club Sugar Land, TX

CLUB INFORMATION

Built in the early 1980's, Sweetwater Country Club was first made famous by the vision and commitment focused on providing a new home for the Ladies Professional Golf Association. Designed by architect Roger Packard, we opened our first 9-holes in late 1982 with the title task of challenging players' abilities ranging from the dedicated golf Members and guests to LPGA Tour professionals. Host to the LPGA Hall of Fame Golf Classic in 1985 and 1986, won by Nancy Lopez and Amy Alcott respectively. Sweetwater C.C. now lives on as a formidable test in golf for the established family community culture of Sugar Land and the surrounding Houston area. The Club offers a distinct a personalized private Club experience for our Members and we are rich in tradition, focused on serving our Member families.

POSITION DESCRIPTION SUMMARY

The Assistant General Manager is responsible for supporting the General Manager with all club operations to meet performance and profit goals. The Assistant GM will help direct and administer all aspects of the operation and coordinates/administers the property's policies and procedures as defined by the property's ownership as well as to manage the day-to-day golf operations activities through maintaining quality standards, hiring and training golf shop and outside service employees, managing merchandise activities, handling all aspects of the outing business and providing superior guest service.

PRIMARY RESPONSABILITIES:

- Manages all sources of revenue to include golf rounds, food and beverage, merchandising, and agronomy.
- Ensures all departments are profitable and maintain strong working relationships.
- Creates local and national marketing plans and pricing strategies and knows market segments. Responds quickly to changing market conditions and revises strategies accordingly.
- Actively participates in sales discussions, meetings and plans. Knows key account executives and business base.
- Knows monthly production levels for each sales person on the staff.
- Creates the golf course's annual budget and monitors the performance of the golf course throughout the year.
- Manages Human Resources functions of the golf course by controlling turnover, motivating employees, focusing on employee development and retention and conducting regular employee meetings.
- Protects the golf course and its assets through enforcing and maintaining a preventative maintenance program.
- Responds quickly to guest requests in a friendly manner. Follows up to ensure guest satisfaction.
- Ensures golf course is in compliance with all federal, state and local laws.
- Note: Other duties as assigned by supervisor or management.

QUALIFICATIONS:

Education / Experience: Four-year college degree is preferred, but not required and/or equivalent work experience. Special consideration will be given to those who exhibit exemplary performance. 5-7 years golf course, or service / hospitality experience preferred.

Skills:

- Strong leadership skills
- Directive leadership to meet established quality and time standards
- Strong oral and written communication skills
- Sense of urgency to achieve timely, quality results
- Work within established standards and guidelines

- Pro-active, problem solving orientation
- Attention to detail
- Planning and organizational ability
- Customer skills
- Computer skills
- Accounting knowledge

Working Conditions:

- Should be available to work nights, weekends and holidays. 50+ hours a week
- Will be required to be on call when away from work.

Please submit resumes and cover letter to:

Karl Ludeke, General Manager

kludeke@sweetwatercc.com

NO PHONE CALLS PLEASE

CBIGG Management LLC is an equal employment opportunity employer that is committed to having a diverse workforce.