POSITION: GENERAL MANAGER – Dornick Hills Golf & Country Club.

OVERVIEW: Dornick Hills Golf & C.C. was founded in 1914 by Perry Maxwell, one of the pioneers of great golf architecture of his generation.  Dornick Hills is located in Ardmore, Oklahoma and is revered as one of the most historic golf courses and country clubs in the state.  Dornick Hills is set to be restored by the world-renowned golf architect Tom Doak in the spring of 2021. This restoration has brought much excitement to our current members and also brings much opportunity for club growth.

GENERAL MANAGER JOB DESCRIPTION  
The General Manager will be responsible for managing all day-to-day operations of the Club consistent with the objectives, strategies and policies established by the Board of Directors to whom he/she shall report.  Specific emphasis and a primary focus will be the continual improvement in member and guest satisfaction and experience (measured by member surveys and feedback).  The General Manager will have full P & L responsibilities and must possess strong operational, financial and analytical skills.  
Excellent candidates should have:

·         Strengths in team development, financial performance and new member marketing;  Ability to consistently define and achieve goals and objectives;  Ability to work closely and successfully with the Club board and committees in a leadership or supportive position as circumstances dictate; Ability to deliver quality food and beverage, golf services, aquatics and family activities, that create exceptional member/guest experiences;  Display professionalism in attitude and service.

CANDIDATE QUALIFICATIONS  
**Required:**

·         A Bachelor’s Degree (Preferred: Hospitality Management, Hotel & Restaurant Administration or similar)

**Preferred**

·         A Certified Club Manager (CCM) designation. \* Minimum of 3 years of Club Management experience in a private member club

RESPONSIBILITIES

1. Understand and enforce all local, state, and federal regulations such as liquor, food health inspections, safety, and environmental laws, and ensure strict compliance for all Club assets.  
   
2. Create strategic plans for both short- and long-term development goals.  
   
3. Attend all Board of Director meetings to report Club financial health and activities as well as identify areas of need and suggest improvements to align with Club strategies.  
   
4. Employee oversight including hiring, scheduling, discipline, and firing.  
   
5. Train, develop and motivate staff.  
   
6. Develop and maintain job descriptions and duties for all employees.  
   
7. Hold employees accountable for productivity and quality of job responsibilities and duties.  
   
8. Manage day-to-day financial affairs for all Club assets. Monitor monthly orders and Club inventory.   Manage food and beverage purchases. Manage the collection of past due accounts per Club policies. Review, maintain and revise service pricing as needed to sustain Club financial health. Oversee and provide timely and accurate Club financials for preparation of monthly, quarterly, and/or annual reports and filings.  
   
9. Ensure maintenance and upkeep of the club assets.    
   
10. Ensure Club facilities are maintained at all times.  
   
11. Maintain and grow customer satisfaction through regular face-to-face contact with members.  
   
   
12. Expand club membership and activity level.  
   
Compensation  
Dornick Hills Golf & Country Club will offer a competitive compensation plan, along with standard benefits and bonus structure.

Job Type: Full-time

Please send resumes to:

[wardjram@aol.com](mailto:wardjram@aol.com)

or

224 Woods Lane, Ardmore, OK 73401 POSITION: GENERAL MANAGER – Dornick Hills Golf & Country Club.