

Hallbrook Country Club is seeking a personable, high energy leader to take command of the newly renovated Men's Bar and Locker Room. This individual will have a keen ability to build teams, maintain focus on service and take ownership of this very important amenity. Must be adaptable, friendly, professional and engaging as a big part of this job is building a relationship with members.

Job Title

Locker Room Manager

Brief Job Description

Manage the service of members and guests in the locker rooms. Oversee Food and Beverage service. Supervise locker room staff. Oversee shoe shine services. Maintain order and cleanliness. Greet guests and assure that member satisfaction standards are consistently attained.

Job Tasks (Additional Responsibilities)

1. Performs duties of locker room staff as needed.
2. Ensures the safety and security of all members' and guests' personal property.
3. Issues lockers, keys, towels, etc. to members as needed.
4. Maintains a list of occupied lockers; provides a billing list to the accounting office.
5. Maintains an inventory of supplies and toiletries.
6. Receives and greets members and guests by name.
7. Inspects locker area to ensure proper appearance, maintenance, cleanliness and safety.
8. Resolves member and guest complaints.
9. Assures that tasks are assigned and completed as required.
10. Selects, trains, supervises, schedules and evaluates locker-room staff.
11. Manages the bar in accordance with Hallbrook Country Club standards and within Kansas State laws.
12. Maintains and stocks refreshment stations on the golf course.
13. Ensures that the shoe cleaning/shining services are carried through in a timely, attentive and professional manner.
14. Enforces established rules, regulations and policies.
15. Assures that all safety, accident and emergency policies and procedures are in place and consistently followed.
16. Assigns lockers for guests during tournaments.
17. Assists in the annual planning and budgeting process; operates within budget limitations.
18. Makes recommendations about capital budget requirements.
19. Attends staff meetings.
20. Supervises the Food and Beverage needs including inventory, service and liquor requisition.
21. Completes other appropriate assignments made by the Clubhouse Manager.

Reports to

Clubhouse Manager

Supervises

Locker Room Attendants, Shoe Room Attendants

Candidate Qualifications

Candidate should have 5 years of experience in the Hospitality industry.

Compensation

This full-time position is paid an annual salary commensurate with qualifications and experience. Other benefits include: Health, Dental, Vision, Matching 401K, Employee Meals and PTO