



Assistant Golf Club Manager

Arlington Heights Park District

Contact Name: Bryan Cox
Contact E-mail: BCox@ahpd.org
Contact Phone:
Closing Date:
Salary: \$53,000-\$57,000

Description:

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District are stewards of five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three times National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

GENERAL GOLF INFORMATION

Golf at the Arlington Heights Park District provides 27 holes of play at two courses and a driving Range. Arlington Lakes Golf Club is an 18-hole, par-68 course that has been a local favorite for over 40 years. Superbly manicured greens, tees, & fairways combine with an excellent design to provide a quality course for players of all levels. Nickol Knoll Golf Club is built on 56 hilly acres and is one of the most unique par 3 courses in the state. Three holes feature vertical-drop tee shots and two holes boast up-hill shots to the green. The 9-hole, par-3 course features 27 sand bunkers, and water comes into play on two of the nine holes. Sunset Meadows Driving Range and Golf Learning Center has twenty-five hitting stations that are lighted for extended evening use with four target greens for additional course-like atmosphere. There is also a practice green available.

JOB SPECIFICS

Come join the team that is responsible for the supervision and direction of rental operations, food and beverage operations, and assists the General Manager of Golf Operations at Arlington Lake Golf Course and Nickol Knoll Golf Course. Our ideal candidate will ensure that services exceed expectations of all guests, pay close attention to detail, and is team oriented.

ESSENTIAL JOB DUTIES

Assists the General Manager of Golf Operations with the daily, cyclical, and routine duties related to one or more of the following areas: programs at Arlington Lakes Golf Course, Nickol Knoll Golf Course, Sunset Meadows Driving Range, and Arlington Lakes Clubhouse Operations

Assumes responsibility for Arlington Lakes Golf Course, Nickol Knoll Golf Course, and Sunset Meadows Driving Range in the absence of the General Manager of Golf Operations

Oversees room rental operations, including leading, hiring, training, scheduling, evaluating, and directing rental and bar staff. Additionally, oversees room rental set-up and clean up including linens, tables, chairs, and other related items to room rental operations.

Acts as the main point of contact for sales of room rentals. This involves managing in-person, over-the-phone, and electronic communications with the public in a professional and timely manner.

Maintains an inventory of bar and snack bar supplies. Develops cost control procedures for all inventory items and menus as required. Ensures that actual costs remain within acceptable budgeted limitations.

Establishes vendor files for the timely ordering of all consumables and operating supplies.

Maintains exacting control over state-monitored areas; e.g., alcoholic beverage/sale and distribution, hygiene and sanitation, and employee health cards.

Promotes and maintains a program with results in the highest level of guest satisfaction.

Personally, greets guests whenever possible, while overseeing service and presentation on a routine, basis. Responds to guest complaints, and periodically check with guests to ensure proper and timely service.

Directs the planning and implementation of special events and/or catered affairs.

EDUCATION, EXPERIENCE, AND TRAINING

BA/BS in Parks and Recreation, Business Administration, or a closely related field from an accredited college or university, Minimum of two or more years of demonstrated success as a facility manager, or related experience,

Or, any equivalent combination of education, experience, and training,

Valid Illinois Class "D" Driver's License,

Food Manager Certification,

Basset Liquor Control Certification required; Basset Certified Trainer preferred,

CPR and AED Certification required within six months of employment

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.