



Banquet/Assistant Golf Club Manager

Arlington Heights Park District

Contact Name: Bryan Cox

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Contact Phone: 847-577-3000

Closing Date:

Salary: \$52,414 - \$58,238 DOQ

Description:

This leadership role oversees all banquet and clubhouse food and beverage operations across Arlington Lake Golf Course, Nickol Knoll Golf Course, and Sunset Meadows Driving Range, ensuring exceptional guest experiences from booking through event completion. The position manages, trains, and schedules staff, oversees budgets and inventory, and serves as manager on duty for many events while collaborating closely with the General Manager of Golf Operations. Ideal for a hospitality professional who enjoys managing revenue-driven facilities, leading teams, and delivering memorable events in a dynamic golf club environment. If you're organized, service-driven, and ready to take ownership of impactful operations, this is a great opportunity to apply.

JOB SPECIFIC INFORMATION:

- Oversees all banquet and room rental operations including leading, hiring, training, scheduling, evaluating, and directing rental and bar staff.
- Coordinates all details of events and room rental contracts from booking through event completion including staff, room setups and linens, rental items, food and beverage, technical requirements, etc.
- Sets staffing requirements, work schedules, and training programs for room rentals and snack bars.
- Serves as the manager on duty for a majority of rentals to ensure maximized guest satisfaction.
- Maintains inventory of bar and snack bar supplies. Develops cost control procedures for all inventory items and menus as required.
- Establishes vendor files and the timely ordering of all consumables and operating supplies.
- 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.
- Assists with marketing and promoting Arlington Lakes Golf Club banquet services.
- 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

- Responsible for Arlington Lakes Golf Course, Nickol Knoll Golf Course, and Sunset Meadows Driving Range in the absence of the General Manager of Golf Operations
- Processes bi-weekly payroll for all direct reported staff.

SKILLS AND QUALIFICATIONS:

- 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

Interested applicants should apply online at:

<https://ahpd.bamboohr.com/careers/244?source=aWQ9MzA%3D>