

MAQUOKETA COUNTRY CLUB, INC.

Manager

Overview:

Maquoketa (pronounced Ma-coke-eta) Iowa is a charming, one of a kind, Eastern Iowa community. Maquoketa, the county seat of Jackson County, has a population of around 6,100 residents and offers adventure and opportunity. Maquoketa residents enjoy a variety of amenities, including the Ohnward Fine Arts Center, the Hurstville Interpretive Center, the Maquoketa Area Family YMCA, the Clinton Community College Maquoketa Center, the VOY 3 Theatres and VOY Drive in Theatre, Timber City Lanes, the Maquoketa Art Experience, the Clinton Engines Museum, and Maquoketa Caves State Park. The city has also invested in miles of new recreational trailways, a stellar community school district and modern medical services anchored by the new Jackson County Regional Health Center. The quality of life to be discovered in Maquoketa is truly one of a kind. For more information visit: Maquoketachamber.com

Maquoketa Country Club is the home of a first-class 9-hole golf course nestled amongst rolling hills. A well maintained and irrigated layout with two adventurous par 3's, a handful of daunting par 4's, and a formidable par 5, this golf course provides a challenge to golfers of all skill levels. Monday night league, couples golf, and a variety of tournaments throughout the season make for a full golf schedule. After a round of golf enjoy a beverage with your friends in the Clubhouse Bar, watch golf or another sporting event on one of the multiple TV screens, eat some popcorn or have a sandwich or some other limited menu item. Maquoketa Country Club offers a nicely laid out event center with seating for 250 guests, along with a full kitchen for catered meals.

Job Summary:

Duties of the Manager are presented below:

- Coordinating and administering the Club's policies as adopted by the Board of Directors and for the development of additional proper operating policies and procedures.
- Operation of the golf course facility including rental golf carts, golf cart storage units, and tee times.
- Operation of the clubhouse facility including the bar, event center, and kitchen.
- Promotion and administration of all events held at the Club.
- Operational accounting of the Club.
- Monitoring the high quality of the goods and services provided and for maintaining a positive environment at the Club to assure the maximum satisfaction of members and guests.

Job: Full time Starting March 15, 2024

Work 60+ hours per week during golf season (March 15 – November 15) and 10-15 hours per week during off season (November 16 – March 14).

Compensation:

Salaried: \$37,500 - \$39,500 depending on experience

Additional Compensation: 10% commission of each new (person has not been a member in past 3 years) full adult golf membership including: Jr. Family (both adults under 35 years of age; Jr. Individual (person under 35 years of age); Single golfer (35+ years of age) Family with 1 golfer; Full family

Resumes and Cover Letter by February 2, 2024 Send Resume and Cover Letter to:

Steve Kahler, President
Maquoketa Country Club
930 Country Club Drive
Maquoketa, IA 52060
papasteve2@outlook.com

Requirements – Demonstrated Track Record:

- Understanding of private golf course operation and hospitality industry
- Consistent record of employment
- Personnel management experience
- Experience in beverage and food operations
- Financial management experience
- Vendor relationship management

Specific Managerial Job Duties:

- Member Communication – maintain appropriate communication with members regarding dues, accounts receivable, events, tournaments, schedules, and other matters relevant to the Club using emails, newsletters, and social media.
- Conduct new member orientation, meet with each new member, provide a club tour to each new member, provide an event schedule/calendar of Club events and tournaments, and give a verbal presentation of Club amenities and procedures.
- Assist the Board of Directors in the development of the annual business plan and budget for the Club.
- Implement the operational business plan and initiate necessary improvements while adhering to the financial budget.
- Hire, supervise, train, schedule, and discipline employees according to Club policies and procedures.
- Promote and maintain a positive work environment to attain optimal operating results, employee morale, and member services.
- Manage and operate the bar including, but not limited to, providing proper staffing, maintaining proper inventories of beverages and food products, and promoting high quality and timely service to customers.
- Manage the event center including planning, coordinating, and scheduling member events and non-member events, cooperating with caterers, and collecting appropriate rental fees.
- Obtain handicaps for members.
- Monitor, purchase and maintain accurate inventories of beverages, food, and other goods sold.
- Personally receive and stock inventories of beverages, food, and other goods.
- Manage and operate the golf course facility including golf cart rentals, rental of golf cart storage units, and scheduling golf tee times.
- Book and manage golf tournaments and events including, but not limited to, quoting and collecting proper greens fees and cart rentals, scheduling tee times, providing proper staffing, providing proper beverage and food product and services, providing carts for rental; monitoring tournament and event needs prior to and during the tournament and event.

- Coordinate with the Golf Course Superintendent to ensure proper operation, employee relations, accounting and overall upkeep of the Club's golf course as well as scheduling of tournaments and events to ensure proper golf course maintenance and preparation.
- Manage, coordinate and update the Club's on-line presence (Website, Facebook, email, etc.) relevant to Club's calendar of tournaments, events and activities, membership application procedures, event center rentals, golf course tournaments, services offered and other information about the Club.
- Coordinate marketing and membership relations programs to promote Club services and facilities to present members and potential members.
- Manage cash flow and establish controls to safeguard funds. Payment of invoices and regular monthly expenses. Review income and expenses relevant to financial goals established by Board of Directors and take corrective action as needed. Make daily bank deposits; accurately report monthly income and monthly expenses to accountants and Board of Directors; make timely payment of invoices for goods and services received; make timely payment of regular operating expenses; provide accurate weekly employee payroll information to accountants and Board of Directors; and ensure proper day-to-day operation of the POS system.
- Participate in meetings with the Board of Directors to provide reports on the condition and status of the Club, to communicate concerns, to provide current financial reports, and to report on progress towards meeting short-term goals and long-term goals.
- Consistently ensure the Club is operated in accordance with all applicable local, state and federal laws and regulations.
- Monitor and coordinate cleaning, maintenance and repair of clubhouse, event center, kitchen, recreational area, sidewalks, and parking lots. Arrange routine cleaning, garbage pickup, and snow removal.

Reports to President and Board of Directors

This job description is not intended to be all-inclusive. The Manager may be assigned and shall perform such other additional duties from time-to-time as may reasonably be required to meet the ongoing needs of Maquoketa Country Club.