



JOB POSTING – Mayfair Lakes Golf & Country Club

Position Title:	Head Golf Professional
Department:	Golf Operations
Reports to:	General Manager
Job Type:	Year-Round, Full Time, Salary
Application Deadline:	February 6, 2012
Start Date:	March 1, 2012

About Mayfair Lakes Golf & Country Club

Mayfair Lakes is a Les Furber design 18-hole championship golf course with a magnificent clubhouse, superb practice facility and the award winning GBC Golf Academy. Located in beautiful Richmond BC, Mayfair Lakes delivers on the golfing experience with water coming into play on fourteen holes of eighteen holes, boasting meticulous course conditioning, all amongst the back drop of the beautiful North Shore Mountains.

JOB DESCRIPTION

Reporting directly to the General Manager and working closely with the Sales Department and the Food and Beverage Department, the Head Golf Professional is responsible for ensuring the proficient operations of the Golf Operations Department and all related activities. Team Member cohesion, reporting requirements, and financial performances are achieved. The successful candidate will be able to recognize the importance of contributing to the team environment and support other members of the team to provide service excellence to members and guests.

DUTIES & RESPONSIBILITIES

1. Expectations
 - Manage by leading all golf department activities and Team Members
 - Maximize revenue potential through yield management activities that are in line with our Corporate Vision realized through delivering on our Core Values everyday
 - Administer the department in an efficient and proficient manner
 - Provide the department with required human resource management
 - Promote golf club and GolfBC to the general public
 - Terminate employment of personnel when or as required
2. Team Member Development
 - Employ personnel that meet and exceed the expectations set forth and are suited to working in a golf environment
 - Orientate and train Team Members to ensure that each individual has a complete understanding of golf course and GolfBC's performance standards and policies
 - Build an efficient team by leading and taking an active interest in their welfare and development
 - Conduct regular Team Member performance reviews

3. Guest Experience
 - Ensure that Team Members are trained to exceed the expectations of our members and guests
 - Develop and lead a team having them be knowledgeable and able to answer basic questions about the property and company
 - Train them to be ambassadors of the course and GolfBC
4. Health and Safety
 - Implement and enforce comprehensive safety program for team members, members and guests throughout the facility in compliance with local, municipal and provincial laws
5. Financial
 - Prepare the department budget
 - Ensure that department budget is strictly adhered to and that all costs are controlled
 - Assist in overall business plan, marketing plan and sales plan
 - Collect changes or fees for all golf related activities and produce daily sales and activity reports for the accounting department
6. Administration
 - Ensure department reports are completed punctually and accurately
 - Order supplies associated with the golf department activities
 - Maintain an attractive and an orderly appearance in the Golf Shop
 - Maintain a quality and presentable golf cart fleet and conduct preventative and scheduled maintenance as outlined by golf cart operation manual
 - Administer golf club rental program
 - Record daily sales, course capacities, etc as required
 - Ensure proper ordering, receiving, pricing, and displaying procedures are being followed
7. Promotion
 - Promote the course throughout the community
 - When required, play golf with guests of all skills levels and abilities
 - Attend industry trade shows as required
 - Attend to guest requests/needs and complaints as required
 - Conduct operation and department communication meetings

APPLICATION PROCESS

Please forward your resume and cover letter by February 6, 2012 to:

Mike Smedstad, General Manager
Mayfair Lakes Golf & Country Club, 5460 No.7 Road, Richmond BC, V6V 1R7 or
Email: msmedstad@golfbc.com