



VILLAGE OF MANNVILLE

5127 – 50th Street
Box 180
Mannville, Alberta T0B 2W0

Phone: 780-763-3500

Fax: 780-763-3643

info@mannville.com

www.mannville.com

Golf Course and Campground Manager

Overview:

Responsible for the operation of the golf course and campground facility in its entirety, including pro shop, carts, food and beverage, clubhouse maintenance, golf course maintenance, campground maintenance, staff supervision/scheduling and financial accounting.

Reporting Relationship

Reports to the Chief Administrative Officer. Requirement to exercise an independence of judgment to complete tasks. This position is responsible for supervision of all other employees at the Mannville Riverview Golf Course.

Duties:

Without restricting the general nature and scope of the work, the following are illustrative examples of work that will be expected of this position:

- Develop annual plan and annual budget for golf course and campground.
- Purchase and approve purchase of supplies and materials within budgetary limitations.
- Supervise, hire, dismiss, train and discipline golf course staff, as appropriate and in accordance with Village of Mannville policies.
- Maintain security of golf course and campground property and buildings.
- Maintain public relations activities for the golf course and campground customers.
- Maintain working knowledge of golf course and campground operations.
- Ensure compliance with provincial and federal guidelines regarding food safety and alcohol sales.
- Monitor the food and beverage facility to ensure the quality of food and timeliness of service.
- Ordering and inventory control for all food, beverage, and pro shop stock.
- Follow insurance procedures and all emergency procedures.
- Maintain the accounting system at the golf course and prepare weekly deposits and financial reconciliation paperwork for Village administrative staff.
- Organize promotional events and tournaments.
- Review, approval, and submission of all golf course staff timesheets for payroll processing.