



The Whitecourt Golf and Country Club is currently accepting applications for the position of General Manager.

The Whitecourt Golf and Country Club is a Semi Private 18-hole facility located along the banks of the Athabasca River in the town of Whitecourt. This Les Furber designed course boasts 18 beautiful holes capped off by the signature 4th hole. The 170 par 3 has a newly constructed island tee box where golfers can enjoy the amazing view and will have the unique experience of hitting from the Athabasca River. For more information on the Whitecourt Golf and Country Club please visit www.whitecourtgolf.com.

The General Manager is responsible for the overall operation of the club, supervision of its staff and the enjoyment of its guests. Experience with food and beverage management, event coordination, and business plan development is required. Additional responsibilities include:

- Develop, Document and Maintain Policy & Governance Handbooks.
- Hiring and/or overseeing the hiring of all staff as per Board policy and directives.
- Ensuring that all other management and staff adhere to the policies and procedures of the club.
- Ensure that performance conversations and reviews are completed semi- annually and issues addressed immediately.
- Reporting monthly and annual budgeting to the board of directors on a monthly basis as well as any concerns that need to be addressed to the board.
- Directly or indirectly ensure the following items are taken care of:
 - Cart Track-age Collection
 - Cart Storage Collection
 - Advertising Collection
 - Golf course conditions are adequate and if not then consult with the superintendent to come up with a solution or action plan
 - Golf shop sales, margins and service are at the expected levels/quality
 - Food & Beverage sales, margins and service are at the expected levels/quality.
 - Staff are adequately trained for their respective positions.
 - Employee handbooks are updated and available to all employees
 - Scheduling is sufficient to provide the expected service while ensuring costs are in line.

- Receive and code invoices in a timely manner for the accounting department as described in the policies and procedures.
- Complete the purchasing on behalf of the club for the golf shop.
- Represent the club in dealings with the town, county or other government officials.
- Preparing yearly budgets in conjunction with other management and the board of directors.
- Ensure all employees have and understand their job descriptions and responsibilities by way of signing of individual performance agreements.

Salary and Compensation:

Starting wage \$80 000/year, to commensurate with experience.

Resumes can be emailed to:

darcy.charrois@halliburton.com

Attn: Darcy Charrois – President

Closing Date: October 12 , 2018