



Box 370  
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www.carstairs.ca

## Job Posting

Job Posted Date: November 7, 2022

Job Closing Date: November 30, 2022

### Job Posting Details

Competition Number: 2022-13

Department: Golf Course

Position: General Manager, Permanent Full-Time

### Job Description Details

#### Job Description:

The General Manager, reporting to the CAO of the Town of Carstairs is responsible for overseeing the day to day operations of all assets (golf, grounds, restaurant and events) and for adhering to the policies and bylaws set out by Council. Specifically, the General Manager has skilled knowledge in the food, beverage and marketing fields, along with leadership skills.

#### Key Responsibilities & Accountabilities:

- Supervises the Club House staff, including recruitment, termination, scheduling tours of duty, hours of work and sees that staff is properly trained in the performance of duties. Salaries, wages, and other policies shall be as prescribed within the approved budget.
- Work with the head professional on the memberships and tournaments (internal and external) to keep and grow within the club.
- Maintain vigilant surveillance overall cost elements involved in Club operations. Takes every reasonable action to control costs so as to ensure efficient and economic operations.
- Purchases or directs and controls purchases of all supplies, services, food, beverages and equipment, required for the operation of the Club.
- Maintains accurate and current records of inventories of all operating supplies, equipment, food and beverage.
- Work in conjunction with the Course Superintendent to ensure the course is well maintained and expenditures are within the approved budget. The GM will also oversee the Club's Long-Range Improvement Plan.

#### Required Knowledge, Skills, & Abilities:

- Required to work Flexible hours
- Class A Professional (Preferred)
- Working Knowledge of Food & Beverage
- 3+ years or Manager experience. Golf Course experience considered an asset.
- Good communicator (written & verbal)
- Knowledge of Municipal Government Act considered an asset

#### Certifications & Qualifications:

- Post-secondary Degree in Commerce, Hospitality or related field.
- Relative work experience in lieu of education
- Serving it Right, First Aid, WHMIS, Food Safe would be an asset.
- Valid Class 5 Drivers License

**All Town employees are subject to a criminal records check prior to commencing employment**

Qualified applicants are invited to apply in confidence no later than 12:00 p.m. on November 30, 2022, stating competition #2022-13 to:

Rick Blair  
CAO  
Town of Carstairs  
Box 370, 844 Centre Street  
Carstairs, AB T0M 0N0  
[rickb@carstairs.ca](mailto:rickb@carstairs.ca)

The Town of Carstairs thanks all applicants for their interest, but advises only those under consideration will be contacted.