

**CITY OF PIERZ****Job Description**

<b>Title:</b> Clubhouse Assistant Manager	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Parks	<b>Position Status:</b> Seasonal-Full Time
<b>Accountable To:</b> Clubhouse Director	<b>Wage Range:</b> \$18.00-\$22.00
<b>Prepared By:</b> City Administrator	<b>Date:</b> 06/26/2023 <b>Revised Date:</b> 12/09/2024

**Job Summary:**

The Assistant Manager assists the Clubhouse Director with the day-to-day operation of the clubhouse operation to include food and beverage, campground, and maintenance. Assist the Clubhouse Director in the planning of all club events and family activities, etc. Greets guests in the restaurant and at all club functions including Sunday Brunch, tournaments, and other events; Maintains order and cleanliness of the Pierz Golf Course and Campground daily; Assures that member/guests satisfaction standards are consistently attained; Assists with the training of new employees, and the continuing training of current staff; Maintains beverage and equipment inventories. They will perform day-to-day manager functions hands on.

**Essential Duties and Responsibilities:**

- The Assistant Manager must be self-motivated and self-managing, efficient in time management and decision-making. They must be creative, outgoing and have excellent communication skills both verbally and written.
- The Assistant Manager is responsible for the activities of the service areas of the clubhouse which will include and not be limited to member dining, beverage sales, and general housekeeping/maintenance of clubhouse and campground.
- The Assistant Manager is responsible for enhancing and overseeing the training programs for food and beverage personnel, while supporting the staff of the dining room, food, and beverage services.
- The Assistant Manager is responsible for assisting the Clubhouse Director in overall financial maintenance of the POS system, clubhouse, campground, and inventory.
- The Assistant Manager is responsible for maintaining and creating social media content and marketing plans, alongside the Clubhouse Director.
- The Assistant Manager is responsible for assisting in the City of Pierz offices at non-peak times with tasks needed.
- The Assistant Manager is responsible for projecting and adhering to the Mission, Vision, Values of the City of Pierz and its Campground and Golf Course.
- Other duties as assigned.

**Minimum Qualifications:**

- The Clubhouse Assistant Manager must hold a high school diploma or GED and up to 1 year of experience in the field is required.
- Bachelor's degree in hospitality/business management field is preferred but not required.
- Ability to work varying daily shifts and weekends. Every other weekend is a requirement.
- Must be available to work holidays, weekends, tournament dates, as well as special events and be available for overtime.

- By the start of the season must acquire a food license and maintain as required as a back up to the Clubhouse Director.
- Must be proficient in Microsoft Word, Excel, Outlook, social media, as well as Point of Sale Systems.
- This position requires one to have an acute knowledge of service techniques.
- A successful candidate should have strong interpersonal skills and a commitment to service.
- A successful candidate should have strong communication skills; both creative and critical writing and the ability to speak effectively before groups of members, guests, and employees of the park complex.

### **Physical Demands & Working Conditions:**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job operates within an Office/Campground/Golf Course environment. Safety, environmental and health concerns may demand constant attention. While performing the duties for this job inside the clubhouse/office or outside in the campground/golf course, the employee is frequently exposed to normal working conditions for a campground/golf course with a noise level that varies from low to moderate to loud noise. The role routinely using equipment, computers as well as hand tools and varying other tools to do the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee may be required to stand for extended periods of time as well as use hands or fingers to reach or handle, and to reach with hands and arms. The employee is regularly required to stand, walk, climb, balance, stoop kneel, crouch or crawl. The employee will frequently lift and/or move up to 50 or more pounds. All vision abilities are required to encompass close-up work. On occasion, employees must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

While performing the duties of this job, the employee may be exposed to machinery and moving parts, airborne particles including grain dust and hazardous materials or fumes, which may require the use of PPE. The employee may be exposed to adverse weather conditions, extreme temperature changes in the varying areas from normal temperatures to above normal temperatures, extended seasonal hours, high precarious places, and confined spaces. The noise level in some of the work environments may require the use of hearing protection.

#### **Disclaimer:**

This job description is not a complete description of responsibility, but reflects the general qualifications, duties and/or responsibilities necessary to perform this position. All candidates who receive a written offer of employment may be required to successfully pass a background check and drug screen. The City of Pierz City Council reserves the right to revise the job description as circumstances warrant. The City of Pierz is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, a with or without cause. We are an equal opportunity employer.