



University Golf Club

Assistant Driving Range Manager

The following are the overall job duties for this role but are not limited to.

SUMMARY

The Assistant Driving Range Manager is responsible for all areas pertaining to customer satisfaction at the Driving Range, the establishment and achievement of revenue targets and the daily operation of the Driving Range. This role reports to the Driving Range and Outside Service Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but not limited to.

Carry out Managerial responsibilities by enforcing the organization's policies and procedures; all aspects of hiring and training; scheduling, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; conducting staff meetings; addressing complaints and resolving any issues as they arise.

Oversee driving range kiosk by ensuring staff compliance with established security, sales procedures, and replenishing stock on hand.

Maintain driving range by assisting in basic driving range duties such as removing and washing balls, restocking balls, setting up hitting area, teaching area, and all other duties performed by the driving range staff.

Maintain equipment by checking that equipment is performing as expected, servicing equipment (may include rebuilding the picker and, ball washer) and liaise with Maintenance Manager when service is required.

Maintain safety at the driving range by educating staff on safety measures, conducting informal inspections, and initiating corrective measures.

Support golf instructors/lesson center as needed

Maintain consistent appearance of the driving range by ensuring that the range is kept orderly and clean, mats are cared for and in good condition.

Work closely with Driving Range and Outside Service Manager by providing monthly financial results and budget variances.



ESSENTIAL SKILLS REQUIRED

- *Golf Industry knowledge is an asset
- *Must have flexible work schedule due to seasonality
- *High level of Customer Service skills; 5+ years in Management role
- *Proficient in Office 365 programs, including Word and Excel
- *Familiar with Payroll Software & Mindbody Software
- *Must carry a valid class 5 driver's license and current Serving It Right certification
- *Applicants must live in lower mainland

HOURS OF WORK:

Up to 37.5 hours/week; 5 days a week; on-site

COMPENSATION PACKAGE:

Compensation *range is* **between \$22-\$25/hour** with great company benefits plan and company matching RRSP program. Rates to be discussed during hiring process.

APPLICATION PROCESS:

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to hr@universitygolf.com. While we thank all candidates for their interest, only select individuals will be contacted for follow-up. **Deadline** for applications: **June 21, 2024.**