

Join Our Team as the Westwood Golf Course Clubhouse Manager!

Are you passionate about hospitality, customer service, and creating an exceptional experience for guests? The City of Newton is seeking a dedicated and dynamic **Westwood Golf Course Clubhouse Manager** to oversee the daily operations of the clubhouse and events at the city-owned golf course.

Why Join Us?

- Work in a beautiful golf course setting
- Lead a team and make a lasting impact on guest experiences
- Enjoy a dynamic and engaging work environment

Key Responsibilities:

- Oversee daily clubhouse operations, ensuring a welcoming and well-maintained environment.
- Manage food and beverage services, pro-shop inventory, and facility maintenance.
- Hire, train, and supervise clubhouse staff, ensuring top-tier customer service.
- Plan and coordinate golf tournaments, social events, and private bookings.
- Handle financial responsibilities, including managing budgets, POS transactions, and inventory control.
- Develop marketing strategies to attract and retain customers.
- Ensure compliance with all safety, health, and employment regulations.

What We're Looking For:

- Strong leadership, communication, and customer service skills.
- 3-5 years of experience in hospitality management, preferably in a golf course or recreational setting.
- High school diploma or equivalent (post-secondary education in hospitality/business preferred).
- Ability to work evenings, weekends, and holidays as needed.
- Experience in budgeting, event planning, and staff supervision.
- A valid State of Iowa driver's license with an acceptable driving record.

If you're ready to bring energy, leadership, and organization to Westwood Golf Course, we'd love to hear from you!

Apply today and become a vital part of the Newton community!

Apply by clicking: www.newtongov.org/226/Employment-Opportunities

Salary Range: \$46,274 - \$54,788 DOQ