ASSISTANT GOLF COURSE SUPERINTENDENT
JOB DESCRIPTION

Department	Golf	Reports To	Golf Course Superintendent
FLSA Classification	Non-Exempt	Effective Date	5/24/23

GENERAL PURPOSE:
Eagles' Landing Golf Course, owned and operated by the City of Belton, Missouri, is seeking qualified candidates for the position of Assistant Golf Course Superintendent. Eagles' Landing Golf Course is an 18-hole regulation course located in Belton, Missouri, a suburb of the Kansas City Metro. The Assistant Golf Course Superintendent reports to the Golf Course Superintendent and is responsible for assisting the Golf Course Superintendent with managing and supervising the upkeep and maintenance of the golf course property.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties are not intended to serve as a comprehensive list of all duties performed by the individual in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties as assigned.

Job Responsibilities

- Coaches, trains, and motivates staff; coordinates and/or provides staff training; assists with the development of developmental work plans for staff and recommends corrective actions and discipline as appropriate/necessary.
- Assists with the preparation of various financial reports; reviews and reconciles daily receipts; balances cash drawers and prepares and makes daily deposit.
- Responds to phone calls and emails; communicates with the public, responds to questions and inquiries, and provides general information about the golf course; and meets with tournament/banquet coordinators to discuss special events and upcoming meetings.
- Assists in the daily operations of the Pro Shop, Food and Beverage and Outside Services; assists with organizing shift schedules, preparation of weekly and monthly schedules of events and staff meetings.
- Attends seminars and meetings relative to job; serves as representative of the golf course, when necessary, maintains currency with regulations pertaining to specific licenses needed to operate the golf course; and performs other duties as directed by the Manager.
- Supports the relationship between the City of Belton and the constituent population by providing excellent customer service; promotes the City goals and priorities in compliance with all policies and procedures; maintains absolute confidentiality of work-related issues, client records and City information; and performs related duties as required or assigned.
- Ensures that job duties are completed in strict adherence to established safe work practices.

Required Knowledge, Skills, and Abilities:

- Possession of a valid Driver's License.
- Must be able to pass a physical and drug screening.
- General golf course management rules and regulations; golf rules and methods of play.
- Methods used in the care and maintenance of golf courses and greens and golf equipment.
- Record keeping and file maintenance.
- Handling money and operating a cash register/Point of Sale system.
- Food preparation pertaining to health and safety procedures.
- Effective communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Supervisory principles, methods, and techniques.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Performing mathematical calculations quickly and accurately and balancing cash drawers and preparing deposits.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Follow proper safety protocols, maintains a clean and safe work environment.
- Maintaining files and records associated with assignment.
- Supervising, leading, and delegating tasks and authority.
- Follow all City policies, procedures, and purchasing requirements.

Education and Experience:

- Associates Degree in Business, Hotel/Restaurant Management; OR an equivalent combination of education, training and experience.
- Cass County Food Handler Certification and Belton Liquor Card.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer. Must work in and around kitchen and clubhouse when conducting or inspecting maintenance issues; and regularly may be exposed to dangerous machinery, extreme weather conditions, potential physical harm and hazardous chemicals when working in the kitchen and/or clubhouse.
- Must be able to lift up to 15 pounds at a time.