



JOB POSTING

JOB TITLE: Outside Services Supervisor (OSS Supervisor)
LOCATION: Twin Warriors Golf Club
STATUS: Regular Full-Time Position
FLSA: Non-exempt
APPLICATION: Apply in person, on-line at mynewmexicogolf.com, via fax or U.S. mail (resumes alone not accepted)
DEPARTMENT: Outside Services
REPORTS TO: Head Golf Professional and/or Tournament Director/1st Asst.
SCHEDULE/SHIFT: Various

MINIMUM QUALIFICATIONS:

Minimum 18 years of age. High school graduate or GED certified. Must possess a valid state driver's license and maintain validity throughout employment with Santa Ana Golf Club, Inc. Previous experience in Outside Services at a high-end golf facility or resort preferred. Mechanical aptitude to diagnose, troubleshoot and minor repair to golf cars or equipment pertinent to the department. Consistent track record of strong leadership skills, strong interpersonal communication skills, and supervisory experience preferred. Must be able to multi-task.

ESSENTIAL DUTIES:

Under the direct supervision of the Head Golf Professional and/or the Tournament Director/1st Asst. the OSS Supervisor provides all aspects of customer service to guests and maintains communication with all departments to ensure proper operations and procedures are performed on golf carts, practice ranges, guest services and the bag drop area. The Supervisor is responsible for the hiring, training, scheduling, and management of all OSS staff.

POSTING DATE: May 11, 2023

CLOSING DATE: Open Until Filled.

EMPLOYMENT DATE: To be announced upon final offer of employment.

ADDITIONAL REQUIREMENTS:

Final offers of employment are contingent upon successful results of a drug screen and, if appropriate, verification of driving record and other employment related documents. It is suggested that the Supervisor consider becoming a PGA Golf Professional.

Santa Ana Golf Club, Inc.
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