

## **JOB DESCRIPTION**

**POSITION:** Pine Hills Golf Course Manager

**POSTING DATE:** 5/24/2019

**LOCATION:** Gaming Division

**WAGE:** \$50,000 Salaried/Negotiable

**CLOSING DATE:** Until Filled

**Reports directly to:** Director of Hospitality

North Star Mohican Casino Resort Team Members are expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

### **GENERAL RESPONSIBILITIES:**

The Pine Hills Manager is responsible for the overall management of the Pine Hills Golf Course & Supper Club and Many Trails Banquet Hall.

### **STANDARD QUALIFICATIONS:**

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must maintain an acceptable departmental attendance record.
3. Must submit to a Criminal Investigation Background Check (CIB).
4. Must submit to and pass a pre-employment drug screening and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
5. Must be flexible with schedule to work all shifts, weekends and holidays.
6. Must be able to work with a variety of people with diverse personalities.
7. Must have a positive attitude and provide a teamwork structure within the department.
8. Must be willing to enhance self-development and be willing to adapt to change.
9. Must be willing to attend all applicable training.
10. Must have demonstrated the ability to maintain a satisfactory working record in any prior and/or current employment.
11. Must be at least 18 years of age.

### **EDUCATIONAL REQUIREMENTS:**

1. A Bachelor Degree in Business Administration, Hospitality Management, Business Management, or Golf/Sports Management is required.
2. At least three years successful formal work experience in business management that has included staff supervision, budget preparation, and food and beverage management is required.

3. At least seven years management of a golf club may be considered in lieu of number 1 and 2, if applicant can demonstrate successful operation.

**DUTIES:**

1. Oversee operation of the Pine Hills Golf Course & Supper Club and Many Trails Banquet Hall to provide excellent golfing facilities and first-class food and beverage services to course membership and general public.
2. Develop an annual working budget for approval by the casino management.
3. Maintain an accurate system to account for income and expense and determine profitability.
4. Develop and maintain methods to effectively purchase, price, inventory, charge, and bill for all goods and services offered by the facilities.
5. Develop and implement a plan to market Pine Hills Golf Course & Supper Club and Many Trails Banquet Hall as a vital recreational facility, to ensure its success for the Tribe. Evaluate plan on a regular basis.
6. Ensure buildings, grounds, and equipment are cared for in a manner to prevent deterioration and maintain attractiveness.
7. Hold regular meetings with staff to coordinate planning, exchange information and ideas, and ensure clear communication regarding facilities operations.
8. Responsible for employee schedule flexibility, job satisfaction, and provision of best overall service to customers.
9. Responsible for direct supervision of Golf Superintendent, and Pro Shop Manager. Such supervision includes but is not limited to receiving weekly time sheets, complete performance evaluations, approve time-off requests, and monitor work performance.
10. Prepare appropriate reports to supervisor as directed.
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
17. Give input and work strategically with the Director of Hospitality on operational improvements, efficiencies, and increasing revenue.
18. Attend management meetings to ensure proper communication of department activities, in addition, disseminate and communicate casino updates to staff.
19. Develop and monitor the golf course annual budget and implement cost control measures, as needed.
20. Ensure that golf course follows all policies and procedures related to any disciplinary action, transfers and terminations.

21. Maintain an acceptable departmental attendance record.
22. Must be reliable and prompt when reporting to work.
23. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
24. Must adhere to all established rules, regulations, procedures and policies of North Star Mohican Casino Resort.
25. Must adhere to the Casino's Drug and Alcohol-Free Workplace Policy during employment.
26. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, Gaming Ordinance, State Gaming Compact, Tribal Internal Controls, Departmental Procedures, memos or other communication from supervisory or regulatory personnel.
27. The above-mentioned duties and responsibilities are **NOT** an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organizational needs and/or deemed necessary by the Casino General Manager.

#### **QUALIFICATIONS:**

1. Ability to work with diverse publics to promote and provide hospitality operations
2. Ability to work with minimum supervision and practice initiative as necessary.
3. Must submit to a Criminal Investigation Background Check.
4. Must be eligible for coverage under the employer's liability insurance.
5. Must be able to meet physical requirements of position.
6. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
7. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
8. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
9. Must abide by departmental and organizational safety, testing, and uniform guidelines.
10. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand, walk, talk, hear, use hands, reach with hands and arms.
2. Occasionally climb, balance, stoop, kneel, crouch, bend, reach above shoulder level, push/pull, crawl and lift and/or move up to twenty-five (25) pounds with assistance.
3. Work is generally performed in an office setting and occasionally in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Evening and/or weekend is required. Extended hours and irregular shifts may be required.

5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
6. Evening and/or weekend work may be required. There is frequent interaction with the team members and patrons.
7. Travel may be required for training, meetings, conferences, presentations, and other events.
8. Work environment is **NOT** smoke, noise, or dust free.

**SUBMIT APPLICATION & RESUME TO:**

Human Resource Department  
North Star Mohican Casino Resort  
W12180 County Road A  
Bowler, WI 54416 or Email completed application to:  
Or Fax completed application to (715)787-4113

**THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER, EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.**

**WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE**

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

Revised Position: 4/9/19

Tribal Council Approved: