



FOR IMMEDIATE CONSIDERATION

All applicants must have Cover Letter & Resume
Provide three professional references

Moses Lake Golf Club

Attn: Sheri Jacobsen

Owner

E: sheri@dunelakeproperties.com

1373 Road F.2 NE

Moses Lake, WA 98837

MLGC is a 18-hole golf club that is privately owned. The amenities include a beautiful 18 hole private golf course and a 16,000 sq. ft. clubhouse/restaurant open to the public while also serving golf club members and tournaments.

Moses Lake is a fast growing community with 300+ days of sunshine and recreation. We are looking for a Food & Beverage Management Professional with an entrepreneurial spirit, able to balance the public and members relations and help take us to the next level!

The club currently has 250 members and is growing!

Essential Job Functions:

The Food & Beverage director leads a team of 20 people and reports directly to the owners to advance the goals of the club.

This position is responsible for all Food & Beverage operations, F&B Tournaments operations, Special Events and personnel functions including hiring, training, evaluating, disciplining, counseling, record keeping, creating/updating job descriptions and scheduling.

Responsibilities also include:

- Operating Budgets
- Clubs Marketing Plans
- Maintaining High Levels of Confidentiality

Within 30 days of employment you must have obtained each of the following and maintain each throughout employment:

- Food Handlers Permit
- Class 12 Liquor Permit
- CPR Certification & First Aid Training
- Must Be Able To Pass Pre-Employment Drug Screen & Background Check

Desired Qualifications:

- Must be flexible in schedule/hours
- Must have strong ability and skills for conflict resolution
- Must have strong customer service orientation
- Displays positive acceptance of demanding scheduling needs
- Ensure safe operation and continuous high quality service to members and public
- Provides performance evaluations to employees in a timely manner
- Must be willing and able to work non-traditional schedules including nights, weekends and holidays
- Ensures full understanding of and adherence to applicable policies, procedures and state/federal regulations
- In emergencies perform in the capacity of any position supervised

Knowledge and Skills Necessary:

- Fundamental knowledge of the game of golf, golf facility operations and tournament operations
- Maintain a professional relationship with all employees, members and public
- Self-motivated with desire to promote and market
- Exhibits strong Computer Skills (e.g. Word, Excel, Canva)

Salary and Benefits:

- The base salary for this position commensurate with qualifications and experience
- Annual Performance Bonus
- Health Insurance Premium (For Self)
- Vacation, holiday, sick and other paid time off per club policy

