



JOB POSTING

Date of Notice: June 27th, 2019

Position Title: **CADDIE SERVICES MANAGER**

Job Location: Bandon Dunes Golf Resort

Position Reports To: Director of Caddie Services

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Dr. Bandon, OR 97411
Fax: 541-347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Act as a greeter at each course; explain fees, expectations and evaluations to the guest.
- Respond to questions/requests from guests, pro shops and caddies on deck, via phone and radio.
- Interact with guests in a congenial and professional manner.
- Monitor caddie compliance to policies and procedures including uniform code and address issues when needed.
- Fill any open caddie assignments as needed throughout the day from our corps of caddies. Continually review caddie availability and ensure caddies arrive on time for work.
- Field Trainee calls and schedule training and trainers.
- Forecast and schedule work duties of supervisory personnel and “loops” of independent caddie contractors.
- Manage work related activities for applicable staff members and independent contractors, including but not limited to, recruitment and selection, performance evaluations, training, compensation, discipline and termination, etc.
- Organize Evans Training Program, train Evans Candidates and evaluate Evans Candidates.
- Follow up with Evans Candidates who are applying for the Evans Scholarship.
- Provide an organized and positive culture, which will result in retention, high morale and exceptional service.
- Implement applicable Company operating, human resources, and safety policies and procedures pertaining to the department.
- Represent the Company in recruitment meetings and/or presentations with various clients, municipalities and other outside agencies.
- Perform mathematical calculations involving fractions, decimals, and percentages.
- Functions as department head in the absence of the Director of Caddie Services.
- Perform other duties as appropriate.



Minimum Qualifications:

- Previous experience in golf and/or caddie industry required.
- High school diploma or equivalent required, college degree preferred.
- Demonstrated experience and capability in the area of customer service/guest relations.
- Proficient with computer software including word processing and spreadsheets.
- Demonstrated quality written, verbal and interpersonal communication skills.
- Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application, cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.

Bandon Dunes is an Equal Opportunity Employer