



GOLF OPERATIONS SUPERVISOR x 2

PRIMARY PURPOSE

To manage, direct and supervise golf staff. To ensure that service levels are achieved and maintained. Manage outside equipment and resources i.e., Golf Carts, Caddie Uniforms.

KEY RESPONSIBILITIES

- Oversees and implements the golf operations procedures, controls, and job descriptions.
- Ensures the golf experience is provided consistently and to the highest standard.
- Oversees the maintenance of golf carts and GPS units.
- Oversees the driving range operations including the maintenance of the ball picker / cart and range balls.
- Provide the Golf Director with weekly reports for carts, cart barn, caddies, caddies facilities, and bag room.
- Schedule regular staff meetings focusing on staff issues, operational requirements, and improvements.
- Ensure caddies adhere to club policies. Caddie facility cleaned and maintained. Uniforms cleaned and allocated. Caddie training conducted regularly.
- Assist the caddie master where needed, print sheets for record keeping, and report all caddie issues.
- Addresses guest, member and member guest complaints and resolves problems immediately.
- Assist with the running of member events, corporate days and golf groups. Ensuring hole sponsors, course activities and any other special requests are setup.
- Manage golfers on the Mashie Course and ensure golfers have checked in.
- Managing Starters and Marshals to make sure they are adhering to their job description and requirements.
- Managing pace of play on Rocklands and Woodmead and communicating progress / problems with the team.
- Load roster onto Jarrison and help update the system according to shift changes.
- Ensure cash ups are done in all golf departments and submitted on time.

PERSONAL ATTRIBUTES & SKILLS

- Strong communication skills (written and verbal).
- Ability to cope under pressure.
- Adherence to policies, procedure, and standards.

- Attention to detail.
- Driven, self-starter with strong customer service skills and Good interpersonal skills
- Responsible and trustworthy.
- Leadership skills with strong organizational skills.

MINIMUM / PREVIOUS EXPERIENCE

- Ability to communicate effectively.
- Minimum 3 years working experience in Golf Operations or similar.
- Strong knowledge of the game of golf and golf terminology would be an added advantage.

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification (Preferred)
- PGA qualification (Advantage)

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must complete the application form and submit it along with their CVs to careers@ccj.co.za no later than ***27th August 2025.***