

Mini Golf Supervisor 2020 – Seasonal, hourly-non-exempt



Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

Summary: The Mini Golf Supervisor is responsible for organizing, supervising and leading the operation of mini golf activities at Lakeside Chautauqua and reports to the Recreation & Wellness Manager. The position focuses on seasonal operation of the mini golf course, supervising staff, and assisting in the promotion and development of the Chautauqua park areas.

Essential Duties and Responsibilities: *(To include other duties that may be assigned.)*

- Monitors the use of mini golf equipment and activities
- Ensures the safety of golfer, staff, and equipment
- Maintains the cleanliness of mini golf facilities and greens
- Coordinates or assigns pre and post season maintenance of mini golf equipment according to the schedule of activities
- Schedules mini golf staff according to the activities scheduled and operation hours
- Manages cash drawer and reconcile daily.
- Follows Lakeside Chautauqua daily deposit procedure
- Order and inventory all equipment
- Oversees that all Lakeside Chautauqua rules and regulations are followed
- Provides a safe atmosphere for all guests and employees
- Ensures customer relations and satisfaction are of highest priority with all staff

Supervisory Responsibilities:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include the supervision of seasonal staff and volunteers. Direct communication required with the Recreation & Wellness Manager and key Lakeside staff.

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High School graduate with 5 years related experience or training. Management experience preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

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Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts. Keep accurate records by compiling and reporting weekly payroll, fees collected for classes and special events.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions where only limited and standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; stoop, climb or balance; specific vision, depth perception, and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Recreation & Wellness Manager Signature

____/____/____
Date

Employee's Signature

____/____/____
Date