



JOB POSTING

Date of Notice: December 20th, 2016

Position Title: **CADDIE OPERATIONS SUPERVISOR**

Job Location: BANDON DUNES

Position Reports To: Director of Caddie Services

Application Closing Date: Until Filled

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

Position Summary:

Coordinates the activities of Caddie Services to ensure maximum Guest satisfaction.

Essential Duties and Responsibilities:

- Provide an organized and positive culture with high morale and exceptional service.
- Interact with guests in a congenial and professional manner on deck and over the phone.
- Act as Host/Hostess 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.
- Monitor caddie compliance to policies and procedures including uniform code. Address when needed.
- As required, facilitate the transport of caddies from the Caddie Department to one of five courses on time. Communicate with caddies and shuttle drivers via radio and intercom.
- Fill any open caddie assignments as needed throughout the day from our corps of caddies. Continually review caddie availability and insure caddies arrive on time for work.
- Review and communicate with on course supervisors throughout the day on any open assignments, changes, issues, etc. Communicate with pro shops and guests throughout the day on last minute changes and updates.

Qualifications:

- High School Diploma or equivalent preferred.
- Prior experience in customer service, hospitality or golf industry preferred.
- Proficiency with computer software including word processing and spreadsheets.
- Demonstrated quality written, verbal, interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including days, evenings, weekends and holidays. Teamwork is essential.
- Positive attitude, professional manner and appearance in all situations.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 8 hours at a time.
- Lift up to 50 lbs occasionally, 20 lbs frequently, and 10 lbs constantly.

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

KemperSports is an Equal Opportunity Employer