

Job Posting

Shift Supervisor



DESCRIPTION

The Bensenville Park District is seeking qualified applicants for the position of Shift Supervisor at White Pines Golf Club. Facilities include two 18-hole golf courses, halfway house, 37 Bar & Grill, tent (350+ capacity), banquet facility (250+ capacity) and the Pine Room (100+ capacity). The Shift Supervisor is responsible for overseeing all areas of the Clubhouse operations at White Pines Golf Club. The position requires the ability to positively interact with customers and staff. The Shift Supervisor must be able to address and resolve concerns as they occur.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Maintain positive interaction and cooperation with the public, facility patrons and park district staff
- Manage, motivate and oversee staff to ensure they are performing jobs properly and customer needs are satisfied
- Review and monitor facility operations and make suggestions to improve customer service and facility efficiency
- Produce a positive and healthy work environment/culture
- Keep facility, employees and patrons safe at all times and exercise safety procedures
- Trusted and responsible for proper money handling, keys, facility security codes and adherence to security procedures and policies
- Demonstrate and support the Park District's mission statement, vision statement and values

QUALIFICATIONS

- High School Diploma or GED
- 3 continuous years in the Food & Beverage industry
- Customer service experience
- A Food Service Sanitation License and Alcohol Awareness training is required or must obtain within 6 months
- Minimum of 21 years of age
- A valid Illinois Driver's License
- Ability to work in stressful situations

JOB STATUS Full time **DEPARTMENT** White Pines Golf Club

FSLA STATUS Exempt **SALARY** \$35,000 to \$45,000

HOW TO APPLY Interested applicants should submit a resume and three (3) professional references to: Evelyn Struck, evelyn@bvilleparks.org. Position open until filled. No phone calls please.