

JOB DESCRIPTION
GOLF COURSE SUPERINTENDENT

JOB SUMMARY:

Responsible for the maintenance, operation and management of the golf course, planted areas surrounding the Club, and golf course perimeter fences.

WORKED PERFORMED:

1. Maintains the golf course to the highest level of conditioning and playability as possible at all times.
2. Hires and trains staff and assistants in golf course operations.
3. Assists in the preparation of golf course operating and capital budgets and works to manage operations within budget parameters.
4. Prepares course for special Club tournaments and events, with parameters established, with the assistance of the Tournament and Greens Committees.
5. Purchases equipment and supplies observing Club purchasing policies and procedures.
6. Ensures a safe, efficient work place for employees under his supervision.
7. Prepares reports for Management, Board and Greens Committee on ongoing maintenance procedures, remedial programs and special projects.
8. Prepares maintenance programs for golf course equipment.
9. Establishes short and long term goals for the golf course.
10. Serves on Green Committee as an advisor.
11. Attends Management meetings and supports Board and Management, positions and decisions.

SPECIAL SKILLS AND TRAINING:

1. Must possess thorough knowledge of construction and proper maintenance practices for greens, tees, fairway and roughs, sand bunkers, etc.
2. Have a degree, or be trained in Turf Grass Sciences, with knowledge of the proper use of various fertilizers, soil amendments, herbicides, and pest control methods. Knowledge ongoing training in watering and irrigation systems.
3. Have a participating knowledge of the game of golf.

REPORTS TO:

The General Manager
Board of Directors
Greens Committee

SUPERVISES:

Golf Course and Grounds employees

INTERFACES WITH:

Golf Professionals
Department Heads
Committees

ACKNOWLEDGMENT:

I have read all items above and fully understand the duties required and agree to perform these duties to the best of my ability on a daily basis. I further understand either I or the Club can terminate the employment relationship at will, at any time, with or without cause or advance notice.

EMPLOYEE SIGNATURE

DATE

JOB DESCRIPTION
WORKING CHEF

GENERAL DUTIES:

1. Plans meals, makes up menus for various type restaurant programs.
2. Supervises Cooks, Dishwashers, utility persons working as Kitchen help.
3. Plans food production program within the limits established by Annual Budgets.
4. Works and cooperates with Food & Beverage management personnel.
5. Uses best ability to provide for food production needs of Hacienda Golf Club.
6. Meets with General Manager on a regular basis.
7. Maintains inventory levels of food product within budgetary guidelines (turn inventory value twice per month).
8. Develops job descriptions for all positions in the Food Production operation; provides training to all levels of employee training to include: procedures, hygiene and safety.

SPECIFIC RESPONSIBILITIES:

SUPERVISORY:

Reports to the General Manager. Employees under your supervision will report directly to you.

STAFFING:

You will provide competent personnel for the Food Production operation adequate for seasonal variations of business.

CONDUCT:

You and your staff will not consume alcoholic beverages before, during or after your work schedule on Club property. You will maintain a friendly and courteous manner with all Members and employees of the Club at all times.

MAINTENANCE:

You will, with assistance, keep the Kitchen area in a clean and hygienic condition, and equipment cleaned and maintained as required by warranty or instruction manual.

RECORD KEEPING:

You will maintain record of food and labor costs of all events and restaurant operations, and provide a copy to Accounting Department following each event of menu change.

INVENTORIES:

You will be responsible for all ordering procedures for food products and Kitchen supplies. A proper system of inventory accounting as developed by Accounting Department will be observed. Your responsibility further extends to ensuring the security of products from theft and spoilage.

PERSONNEL SCHEDULE:

You will direct your whole time and attention during the term of this Agreement to the duties of this Agreement and use your best efforts and endeavors to promote the welfare and interest of Hacienda Golf Club.

You will not engage in or promote any other food service operations, either as a principal contractor or employee, without prior approval of the General Manager.

Reasonable time off is permitted as outlined in the Employee Handbook and with the approval of the General Manager, and as further provided for by Federal and State Labor Laws. You will not engage in any other occupation or activity inconsistent with the stature of your position at Hacienda Golf Club.

ACKNOWLEDGMENT:

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