



JOB DESCRIPTION – GREEN KEEPER

Job Title:	Greenkeeper
Report to:	General Manager
General purpose of the job	Supervises the maintenance of the golf course to an acceptable level of excellence as per the standards of the General Manager, members of the HOA and the Golf Club Committee (representing all golf club members)

	Output	Weighting	Key Activities
1	Specific duties		<ul style="list-style-type: none"> <li>• Exercise direct control over all green keeping staff, maintenance staff and related activities, (i.e. driving range)</li> <li>• Supervises scheduled programmes for mowing, raking of bunkers, and general care of the Greens and tee-boxes. As well as the aesthetics, grooming and quality of the Golf Course.</li> <li>• Proper scheduled weekly control over fungi's and all other pests on the greens and Fairways.</li> <li>• All greens to be treated and monitored weekly for the prevention of diseases.</li> <li>• Supervises scheduled watering programmes, cutting of surrounds of the greens and fairways, and staking of the course.</li> <li>• Assuring all bunkers are properly cared for and sanded.</li> <li>• Ensure tee-box markers are properly cared for and tee-boxes are cut and levelled.</li> <li>• Ensure the cutting of the hole course is done weekly and ensure the course is at its best by Friday afternoon.</li> <li>• Directs and supervises the proper care of lawns, shrubbery, trees, roads, golf cart pathways, and developed areas pertaining to the golf course area.</li> <li>• Directs the maintenance and upkeep of all machines and equipment used on the golf course.</li> <li>• Liaises with the Mechanic regarding all machines and together schedule proper services thereof.</li> <li>• Keep the General Manager informed of supplies and materials needed for the proper upkeep and general maintenance.</li> <li>• Establish a schedule-of-control over sprayers and irrigation in general for maintenance and repairs.</li> <li>• Ensure the cutting of new holes on greens is acceptable and done on a scheduled basis.</li> <li>• Assist in the planting, cutting, and pruning of trees, as required.</li> </ul>

			<ul style="list-style-type: none"> <li>• Keep control of the driving range requirements for upkeep and improvements.</li> <li>• Assist where necessary with the upkeep and improvement of the halfway-house surrounding</li> </ul>
2	Areas		<ul style="list-style-type: none"> <li>• Initiate and control all stocks, materials to eliminate pilfering, and wastage.</li> <li>• Initiate “checklists” for control purposes for personal use and inspection by the General Manager.</li> <li>• Attend the Golf Committee meetings and report on previous month’s activities with regards to – greens, fairways, tees, pathways, bunkers, flags, driving range and the condition of the course in general.</li> </ul>
3	Staff and Interaction		<ul style="list-style-type: none"> <li>• Instruct staff (labourers) of their duties.</li> <li>• Initiate work schedules and develop subordinates in related aspects of green keeping.</li> <li>• Maintain a solid relationship with all colleagues, staff, and golf club members in general.</li> <li>• Be self-motivated, enthusiastic and positive in all respects and influence staff accordingly.</li> <li>• Install a sense of pride in subordinates for work well done and promote teamwork whenever possible.</li> <li>• Use each opportunity to train and improve the work performance of subordinates.</li> <li>• Monitor and control the use of chemicals.</li> <li>• Establish a solid working relationship with green keeping staff and promote communication on all levels of management.</li> <li>• Set an example of hardworking, disciplined and diligence toward the green keeping function.</li> <li>• Visit all the greens, fairways, and tee-boxes on a daily basis and establish priorities for upkeep and improvements.</li> <li>• Know the staff by name, marital status, skills, successes, years of experience, etc.</li> <li>• Check daily attendance registers and monitor and limit overtime and enforce discipline if necessary.</li> <li>• Have regular meetings and encourage workers where possible.</li> <li>• Place emphasis on teamwork</li> <li>• Initiate work schedules for each employee.</li> <li>• Build a good relationship with homeowners and visiting golfs.</li> <li>• Ensure the course is always at a standard where members can be proud of it.</li> </ul>



3	Day-to-day management of the Country Club		<ul style="list-style-type: none"> <li>• Oversees and ensures that the greens and course is always kept to standards agreed.</li> <li>• Manages day-to-day expenditure within budget limits</li> <li>• Submits report to the GM and or the Board as required</li> </ul>
4	In conclusion		<ul style="list-style-type: none"> <li>• Apply your skills and your mind to improve the Parys Golf and Country Estate to a level of excellence unsurpassed by any golf course in the area.</li> <li>• Come up with initiatives to save money and to be more effective in managing of the course and golf staff.</li> <li>• This job description is a broad outline of your responsibilities. It is not cast in stone and must be seen as a working document, which can change intermittently. Furthermore, the General Manager and the Chairman of the golf committee can expect you to attend to other job tasks, which are not listed above.</li> <li>• Good understanding of environmental rules.</li> <li>• Work closely with the Golf Committee</li> </ul>

**Knowledge / Know-How required to do the JOB**

	Previous Course Management experience

**Qualification /Experience for the Job**

	Greenkeeping qualification
	5 Years + experience