

Course Manager - Ganton Golf Club

Job Description

- Reports To:** Manging Secretary & Chair of Green
- Direct Reports:** Deputy Head Greenkeeper, Senior Assistant Greenkeeper, Qualified and unqualified Assistant Greenkeepers.
- Main Purpose:** To deliver a golf course maintained to Championship standard through the efficient & effective use of the resources available.

Objectives

1. To plan, resource and deliver the cost effective, efficient management and development of the golf course & grounds whilst maintaining a level of performance that would be expected by golfers playing a championship links course through the optimum use of modern greenkeeping methods and technology.
2. To ensure that the course is presented at the standard expected of a championship standard golf course.
3. To lead, motivate and manage a team of the greenstaff employed by Ganton Golf Club.
4. Efficient management of the equipment inventory.
5. To manage and control Green Budget
6. To ensure a safe working environment for all staff and golfers.

Extent Of The Course

All grounds covered by the boundaries of the club including the car park

Key Responsibilities and Accountabilities

1. **Course & Grounds**
 - a. Planning, resourcing and delivering the cost effective, efficient management of the day to day maintenance of the course using ALL appropriate green keeping techniques to provide a championship standard course in terms of playability and presentation in accordance with the Club's Course Policy Document and environmental considerations.
 - b. Planning and managing the control of weeds, pests and diseases
 - c. Ensuring appropriate controls are in place to deal with rabbits and other burrowing animals
 - d. Managing course development projects
 - e. Preparing the course for high profile national and international events
 - f. Working in conjunction with the Club's chosen advisors to deliver improvements to the standard of the course
 - g. Involvement in determining policies for the development of the golf course and grounds
 - h. Taking ownership of budgets to ensure control of spending.

2. Machinery and Equipment

- a. Ensuring that all equipment is properly maintained, cleaned after use and appropriate maintenance records are kept
- b. In conjunction with the Managing Secretary ensuring that an appropriate rolling replacement programme is in place, including suggestions for improvements to the inventory to make efficiency or presentation improvements
- c. Ensuring that the irrigation system fully operational and working efficiently
- d. Arranging of hire of specialist equipment as required

3. Staff

- a. Leading, managing and motivating the greenstaff to deliver the standards required by the Club
- b. Managing the performance, training and development of self and greenkeeping staff including performing evaluations, appraisals and the setting of goals
- c. Management of staff meetings
- d. Managing conflict, discipline and grievances with assistance from the Managing Secretary
- e. Involvement in the recruitment and selection of staff, permanent and temporary, plus the management of their induction
- f. Issuing and management of PPE

4. Health & Safety

- a. Managing, maintaining and recording a healthy and safe working environment including the production of risk & COSHH assessments & the keeping of appropriate records
- b. Ensuring staff are aware of and comply with Club's H&S Policy

5. General

- a. Ensuring compliance with statutory legislation relating to all aspects of greenkeeping
- b. Maintenance of records of annual expenditure to assist in the production of annual budget through forward planning of future requirements
- c. Maintaining appropriate stocks of all chemicals, fuels and other consumable items in consultation with the Secretary & ensuring that they are stored iaw statutory requirements
- d. Maintaining records of all chemical and fertiliser use
- e. Communicating effectively, both verbal & in writing with staff, members and guests including the production of a written report of course condition, maintenance schedule and expenditure for the monthly Committee meetings.
- f. Attending weekly Head of Department meetings and Green Committee meetings as required
- g. Keeping Deputy Head Greenkeeper fully aware of current & future plans
- h. Ensuring that all the greenkeeping accommodation is kept in a clean and tidy condition
- i. Agreeing overtime with Managing Secretary
- j. Maintaining an active involvement in BIGGA and keeping abreast of developments in course management
- k. Maintaining good relationships with local Head Greenkeepers and our Agronomy advisers.
- l. Being a key holder & contact on the call out list for the Green Sheds security alarm
- m. Performing other reasonable duties as requested by the Managing Secretary.

All work should be carried out in accordance with the Greenkeepers Code of Practice, the Greenkeepers Code of Ethics, which can be found in the Greenkeepers Training Committee Training Manual, the requirements of the Health and Safety at Work Act 1974 and the Golf Club's Health and Safety Policy.

The above job description will be used during the performance assessment process.

Signature of Course Manager: _____ Dated:

Name: _____