



Job Title: Starter	Department: 206
FLSA Status: Hourly Non-Exempt	Salary Range: \$8.10 to \$15.00
Reports To: Assistant Golf Professional	Issue/Revision Date: August 10, 2017

Essential Function:

- The Starter assists with directing the flow of traffic on the course, enforcing facility rules, assisting Members with course etiquette, alerting management to any golf course problems, promoting the facility and its events and assisting players with any on-course problems.

Nature of Position:

- Will work under the supervision of the Assistant Golf Professional.
- Will work with other golf operations staff and will have interaction with Members of Spring Run Golf Club.
- Will have to work outside on a day to day basis.

Qualifications:

- Ability to lift and carry up to 50 pounds.
- Position requires knowledge of the game of golf.
- Must have excellent communication and customer service skills.
- Must have a valid drivers' license and be capable of driving a golf cart.

Success Characteristics and Requirements:

- Must have understanding of Spring Run Golf Club's Mission Statement and how it relates to multiple operations in the golf club business.
- Must have understanding of Golf Operations Mission Statement and how it relates to our multiple operations among departments.
- Must be customer service oriented and be able to provide superior customer service.
- Must maintain high visibility with the Membership.
- Must be in compliance with and actively support a Drug Free Workplace.
- Exhibit a "Can Do" attitude.

Necessary Personal Characteristics:

- Be a people person. Be courteous and personable with Members, employees, co-workers and vendors.
- Must have the desire and dedication to provide superior customer service.
- Be a proactive member of the team. Support goals, objectives and culture within the organization.
- Must be even tempered and work well under extreme pressure.
- Must be well received and accepted by the members, residents and fellow team members.
- Must be able to gain the cooperation and respect of staff members and peers.
- Proactively solve problems and anticipate the needs of the Membership and staff and react.
- Must be able to manage time and establish priorities. Be a self starter.
- Possess honesty and integrity.
- Personal and social habits outside the job need to reflect the respect and responsibility of the position.

Principle Activities:

- Check with the Golf Shop for any Special Instructions for the Day
- Make sure you have a working radio and a tee sheet
- Check starter cart for tees, divot tools, ball markers, pencils, and scorecards for the day
- Promote Spring Run programs, events, and image to the Members of Spring Run at all times
- Provide welcoming "first contact" with each Member and ensure they have an enjoyable experience

- Be in possession of the daily tee sheet and monitor for updates throughout the shift
- Assure the orderly flow of play in accordance with the posted tee times. Rotate players as needed to ensure the pace of play
- Make sure you write down all cart numbers for the day on tee sheet
- Assist the Outside Staff during shotgun events and when needed
- Assist members with handicap flags for their golf carts
- Be prepared for inclement weather, understand bad weather procedures and communicate with golf shop during weather alerts as necessary
- Assist Members getting on the Course that does not have a game
- Assist Golfers with teeing off at the correct times
- Notifying Members of the Rules and Regulations and proper etiquette on the Course
- Assist in keeping the areas around the Clubhouse clean, and call attention to the Golf Shop of any maintenance issues needing addressing

EEO Category:

- Service Worker

Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

Date

Employee Signature

Employee Name Printed

To Supervisor: Following the employee's signature, forward to HR to be placed in employees personnel file