

The Country Club of Virginia

Job Description

Job Title: Starter/Marshal
Department: Golf/Golf Shop
Reports To: Assistant or Head Golf Professional
FLSA Status: Non-Exempt
Prepared Date: February 28, 2011

SUMMARY: Perform duties as both a Starter and Marshal to ensure a quality experience for members and guests playing golf; enforce rules and policies, coordinate play off the first tee, monitor pace of play, and assist with golf facilities and equipment.

EXPECTATIONS:

- Provide platinum service while maintaining a clean and safe environment for members, guests, and staff
- Know and embrace the mission statement and platinum service basics
- Always be in proper uniform: CCV shirt (provided), CCV hat (provided), CCV name tag (provided), radio with ear piece (provided), slacks or Bermuda-length shorts, socks, and athletic/dress shoes

STARTER ESSENTIAL DUTIES include the following (other duties may be assigned):

- Coordinate golf course activities with golf shop and outside service
- Meet members and guests on the practice tee or putting green to coordinate play off the first tee according to tee times
- Maintain an inventory of scorecards, pencils, tees, divot repair tools, and ball markers at the first tee
- Ensure the practice tee and green are clean and orderly by actively picking up baskets and/or golf balls from respective areas; during busy times please ask for assistance

MARSHAL ESSENTIAL DUTIES include the following (other duties may be assigned):

- Monitor pace of play and enforce Club policies, rules, course etiquette, and daily course rules
- Communicate any issues/incidents that may occur on the courses with starter and golf shop
- Maintain an inventory of scorecards, pencils, tees, divot repair tools, and ball markers at the 2nd and 11th holes (TC)
- Ensure the sand bottle stands on 5 and 14 are always full and clean
- Ensure "Marshal Cart" is equipped with ice towels (when necessary) and fully stocked with operational First Aid Equipment including AED machine

SCHEDULE: Part-time, seasonal position (averaging 20-25 hours/week). Typical shifts are 9:00AM-5:00PM and may vary on days of tournaments or other special events. Season is typically from April to mid-October but may vary.

EDUCATION and/or EXPERIENCE: Less than high school education required. Golf Course related experience or training preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS: Adult/Child CPR and First Aid (will provide training if necessary)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and/or stand for lengthy periods of time and walk. The employee is regularly required to lift/move up to 40lbs unassisted. Employee is also required to stand and reach with hands and arms and regularly use hands and fingers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

EQUIPMENT USED: Golf carts, rang pickers, ball washer, radio with ear piece.

PAY: \$7.50 hourly

MINIMUM AGE REQUIREMENT:

It is Club policy not to hire any employee under the age of 16.

Must have a valid driver's license to operate golf carts and be 18 years old to drive motor vehicles.

ADDITIONAL DRIVING REQUIREMENTS:

Applicant must provide clean driving record at interview and must maintain an acceptable driving record for all driving positions.