

# Barlborough Links Golf & Leisure Ltd

## JOB DESCRIPTION – Greenkeeping Assistant

<b>JOB TITLE</b>	Greenkeeping Assistant
<b>RESPONSIBLE TO</b>	General Manager/Directors
<b>LOCATION</b>	Based at Barlborough Links Golf Course

### Job Purpose:

- 1 Assist in maintaining safe working practices
- 2 Assist in presenting the golf course in its best possible condition
- 3 Assisting in the preparation of the golf course for play
- 4 Ensure proper use of machinery and equipment
- 5 Assist with project work

### Job responsibilities:

- 1 Adhere to healthy & safe working practices, including:
  - 1.1 Knowledge of BLG&L Ltd health & safety policy
  - 1.2 Knowledge of the location of first aid box, accident book and accident reporting procedure
  - 1.3 Selecting and wearing appropriate PPE, footwear and clothing
  - 1.4 Communicating risks and hazards to the Directors
  - 1.5 Selecting and using tools and equipment consistent with risk assessments
  - 1.6 Knowledge of fire prevention and emergency procedures
- 2 Course presentation
  - 2.1 To assist in presenting the course in its best possible condition, in accordance with the daily/weekly cutting schedule and instruction from the Directors/HGK.
  - 2.2 Tasks may include, but are not limited to:
    - Switching and brushing
    - Repairing divots
    - Mowing and strimming tees, greens, fairways, banks, rough, semi-rough and surrounds
    - Controlling pests, diseases and moss
    - Renovating and repairing turf
    - Applying pesticides and fertilizer (only when qualified)
    - Aerating and scarifying turf
    - Applying top dressing
    - Hollow coring, verti-draining and tining
    - Watering tees and greens
    - Establish and maintain planted areas, including trees, shrubs, hedges, plants.
  - 2.3 With all the above, to pay attention to environmental constraints.

### 3 Preparation of the course for play

3.1 To ensure that the following tasks are undertaken on an ongoing basis to maintain a good standard of presentation of the course.

3.2 Tasks may include:

- Marking of hazards, out of bounds and GUR
- Moving tee markers
- Maintaining bunkers
- Maintaining golf course furniture, including tee mats in winter
- Daily litter picking and empty bins
- Changing holes
- Blowing leaves and raking

### 4 Proper use of machinery & equipment

4.1 To receive training in the use of, and follow safe working practices in undertaking the following:

- Driving machines – tees/greens/rough & fairway mowers
- Preparing machinery for storage
- Knowledge of defect reporting systems
- Minor repairs (including in the Coffee Shop)
- Fueling machines
- Use of protective personal equipment

### 5 Project work

5.1 To assist with any project work within competences such as:

- Course construction, including irrigation and drainage schemes
- Constructing bunkers, paths, greens and tees etc
- Course renovation/development works

### 6 Staff development and communication

6.2 Attend team meetings where necessary, make recommendations for improvements and participate in any staff training

6.3 Maintain effective working relationships with Directors, colleagues and golfers via good communication and offering advice and help as appropriate.

### 7 Other

7.1 To adhere to and encourage others in meeting the Company values of:

Being customer driven  
Constantly improving

Having a 'can do' attitude  
Being open and honest  
Promoting equality of opportunity  
Being professional & responsible

7.2 To carry out any other reasonable management requests