

Job Description

Job Title	Head Greenkeeper
Job Reports To	Greens Convener, Shetland Golf Club Management Committee
Job Location	Shetland Golf Club, Dale, Gott, Shetland
Date Completed	18 April 2024
Purpose Statement	<ul style="list-style-type: none"> – Ensure the maintenance and upkeep of the golf course so that it meets members, guests and visitors expectations
Accountabilities	<ul style="list-style-type: none"> – Maintain a professional and welcoming approach at all times when dealing with members, guests and visitors – Manage the golf course and the green keeping team, as directed by the Greens Convener, in accordance with the Club's golf course maintenance policy, the health and safety policy and the Greenkeeper Code of Conduct – Carry out effective turf maintenance through the establishment of schedules and programmes of annual, monthly, weekly and daily maintenance, which maximise efficiency at the course – Prepare the course for play including marking hazards and GURs and ensuring tee markers, bunkers, golf furniture and general green maintenance is carried out – Carry out construction and renovation projects – Prepare machines for use – Maintenance of machines – Maintain drainage systems – Plan and manage the control of weeds, pests and disease – Communicate information to staff, management and golfers – Maintain appropriate levels of supplies ensuring safe and effective control of all stored materials and grounds maintenance products – Ensure the correct procedures are followed regarding the use of all machinery, fertilizers and chemicals – Survey, collect and record data on the golf course environment – Ensuring that all faults and defects relating to the condition of the course, equipment, tools, building, etc, within the remit of grounds maintenance are reported to the Greens Convener – Communicate risks and hazards to the appropriate person – Comply with Club policies, rules and procedures at all times
Safety	<ul style="list-style-type: none"> – Take all responsible steps to protect the health, safety and welfare of all employees, members and visitors, by following all legislative guidelines for the preparation, use and disposal of chemicals, the safe use of tools, plant and equipment and promoting safe working practices in all areas of operation at the course – Ensure that all premises are safely secured and locked prior to leaving
Working Relationships	<ul style="list-style-type: none"> – Establish and maintain effective working relationships with managers, colleagues and golfers – Work as part of a team and actively demonstrate a willingness to support and achieve the overall business objectives – Allocate work and supervise the greenkeeping staff – Communicate effectively and have management responsibility for all members of the greenkeeping staff
Skills, Knowledge & Expertise	
Knowledge and Qualifications	<ul style="list-style-type: none"> – Keep up to date in relation to green keeping techniques – Knowledge of Health & Safety at Work requirements
Essential Skills	<ul style="list-style-type: none"> – Ability to communicate effectively. – Ability to manage all staff and volunteers, allocate time & tasks effectively – Proven organisational skills with the ability to manage multiple tasks competently

NB. These are the key responsibilities and core skills required. This list of duties is not exhaustive and all employees may be required to perform duties out-with their normal responsibilities from time to time.