



# Saybrook Point Mini Golf Staff Job Description

## STAFF IS REQUIRED TO JOINTLY SHARE IN THE FOLLOWING DUTIES AND RESPONSIBILITIES

### Job Specifications

- Following all Opening and Closing Procedures
- Following all money handling procedures
- Clean and maintain ponds, booth, concession area and storage building
- Organize counter (score cards, free passes, balls, etc.)
- Sign all shift tapes
- Handle all transactions with care and accuracy
- Provide all patrons with a receipt
- Provide friendly and accommodating service
- Commitment to the appearance and safety of the golf course and surrounding area
- Deliver revenues as instructed

### Job Duties

- Daily safety check of fence, obstacles, wood, pencil stand, pond, moat, bridge, bricks, brushes, etc.
- Use regulations and common sense while performing supervisory duties.
- Staff are to walk the course frequently
- Think safety, be alert, use diplomacy and have a solid knowledge of the rules
- Work as scheduled and be punctual
- Notify coordinator of any needs
- Wear O.S.P.R. issued shirts and jacket only
- Check first aide kit daily
- Attend training functions offered by O.S.P.R.
- Attend periodic staff meetings
- Be aware of regulations dealing with accidents, report forms, and universal precautions
- Sweep, weed, mulch, paint, and deadhead plants when requested
- Pick up litter daily
- Empty trash containers daily and large green barrels when needed
- Clean golf balls and clubs

### Notes

- Friends may not loiter during work shifts
- Extremely limited cell phone or IPod use
- No Books or reading during your shift
- There is always something to do!