

Open Positions: Golf - Outside Operations*

(1) Cart Staff (16+ w/drivers license)

General Job Description: Part-Time

Cart staff members have the primary duties of enthusiastically assisting customers while keeping the cart staging area/cart barn clean & organized.

Major Duties & Responsibilities:

- Greeting customers at the bag drop, as they enter the cart staging area, & when they finish their round
- Cleaning all carts of trash & powerwashing each cart throughout the day & before closing, parking all carts
- Replacing bags & taking out trash, organizing can return & replacing bags when full
- Assisting with golf outings
- Picking the driving range when needed

(2) Driving Range & Practice Facility Staff (16+ w/drivers license)

General Job Description: Part-Time

Driving range & practice facility staff members have the primary duties of enthusiastically assisting customers while keeping the range picked & tees organized for golfers.

Major Duties & Responsibilities:

- Picking range balls using the range cart and hand pickers, Cleaning range balls and refilling range machine
- Sorting range balls and throwing out unusable range balls
- Returning customer baskets to range crate, adjusting range tee markers, picking range balls off short game area
- Keeping an eye on the par three practice holes behind the driving range
- Communicating with the golf shop staff via radio
- Assisting cart staff during the closing shift with cleaning/parking carts and taking out trash

(3) Starter

General Job Description: Part-Time

Starters have the primary duties to enthusiastically greet customers on the tee before their round, leading golfers to their tee time, making golfers aware of the cart restrictions & pace of play, and communicating with the golf shop staff.

Major Duties & Responsibilities:

- Sitting on the first & tenth tee for general play & league play
- Managing the tee box by writing cart numbers and time teed off on the paper tee sheet
- Communicating with the golf shop staff via radio
- Letting golfers know that the cart GPS will stop them near greens, tee boxes, natural areas, & other restricted areas throughout their round
- Keeping the tee times on schedule
- Reminding golfers of pace of play

In all positions we are looking for:

- Friendly personalities to greet all customers
- 4+ days of availability weekly, including weekends (this does not mean you will be scheduled 4+ days)
- Organized, reliable, & trustworthy attributes
- Comfortability with a fast paced work environment
- Strong communication skills
- Working outside
- Staff uniforms required (options will be supplied)

Staff Privileges: must work 2 weeks (1 pay period) before privileges apply

- 50% off food while working
- Free golf, guests pay guest fee (tee times must be made through the golf shop, not online- certain days have very limited tee time availability)
- 1 large range bucket per day
- More information will be provided during the training process

Both Positions earn wages+tips. Typically staff members work both positions in order to be scheduled for more shifts weekly. Please add your preferred position to your application. This does not guarantee that position.



Application for Employment
An Equal Opportunity Employer

(Do not attach the job descriptions when submitting application) - **email scook@minesgc.com**

Name: _____ Date: _____

Address: _____

Phone Number: _____ Best time to reach you? _____

Primary Email Address: _____

Position applied for: _____ Referral Source? _____

Are you applying for full-time, part-time or temporary work? _____

Date available: _____ What is your desired salary range? _____

Are you presently employed? _____ If yes, where? _____

May we contact you at work? _____ If yes, work number: _____

Are you legally eligible for employment in the U.S.? _____ Are you at least 18 years old? _____

Have you worked under a different name before? If yes, explain: _____

Have you ever been convicted of a crime? If yes, state the crime(s) and date(s): _____

Are any felony charges pending against you? (If yes, please explain.) _____

What other employment or sideline business do you have? _____

Would you want to continue if employed by us? _____

Education

<i>Name and Location</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>	<i>GPA</i>
High School _____	1 2 3 4	_____	_____
Undergraduate School _____	1 2 3 4	_____	_____
Graduate/Professional School _____	1 2 3 4	_____	_____
Business or Trade School _____			

References

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment History:

List below past and present employers, starting with your most recent employer. Include any job related military service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

Company Name and Address: _____

Position: _____ Starting Wage: _____ Ending Wage: _____

Supervisor's Name: _____ May we contact him/her? _____

Dates Employed: _____ Reason(s) for leaving: _____

Description of Duties: _____

Company Name and Address: _____

Position: _____ Starting Wage: _____ Ending Wage: _____

Supervisor's Name: _____ May we contact him/her? _____

Dates Employed: _____ Reason(s) for leaving: _____

Description of Duties: _____

Applicant Statement:

I hereby affirm that the information provided in this application (and accompanying resume and other documents, if any) is true and complete. I also agree that any false information, misrepresentations, or omission—verbal or written—may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons, corporations and other entities requesting or supplying such information and waive any right to notice of such disclosure.

Should I receive a conditional offer of employment, I agree to submit to a physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the Mines Golf Club. I also understand that if I have a protected disability that affects my ability to perform the essential functions of the job I seek, I may ask the Mines Golf Club to attempt to make a reasonable accommodation for it. I must let the Mines Golf Club know of my need for accommodation as soon as possible.

I give my consent for the Mines Golf Club through an authorized testing service of its choice, to collect blood, urine, hair, or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results and other relevant medical information to authorized management for appropriate review. If I am accepted for employment by the Mines Golf Club, I consent to be tested in the above manner during my employment when, in the Company's judgment, such testing is appropriate, and I acknowledge that remaining free of illegal drug use and complying with the Company's substance abuse policy is a condition of my employment.

I understand that all employees of the Mines Golf Club are employed on an at will basis and are subject to termination at any time, with or without prior notice, discipline, or warning, for any or no reason. No person other than Managers of the Mines Golf Club have authority to offer employment for any specified period or to make any different agreement. No such agreement by the Managers will be enforceable unless it is in writing, pertains specifically to me, and is signed by the Managers. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of the Mines Golf Club and to work the hours, days, and shifts (either day or night) scheduled by the management of the department where I am employed.

Signature: _____ Date: _____