



HAZELTINE NATIONAL GOLF CLUB

TURFGRASS DEPARTMENT-SEASONAL EMPLOYEE

REPORTS TO: SR. ASSISTANT GOLF COURSE SUPERINTENDENT

SEASONAL POSITION

HAZELTINE GENERAL STANDARDS

- Know and understand the Hazeltine Mission Statement
- Understand the impact of your role on Hazeltine's Business Success
- Adhere to Standard Operating Procedures and instructions from Superiors
- Be counted on to deliver on commitments
- Take ownership in identifying/solving problems
- Take initiative to get things done, even when it's outside of the job description
- Continuously improve work quality and the capacity to take on more work
- Consistent in your work product, attitude and commitment to Hazeltine
- Courteous and respectful to members, guests and co-workers
- Elevate your co-workers through teamwork and cooperation
- Take workplace safety seriously for yourself and your co-workers
- Conduct yourself in accordance with Club policies as stated in the employee handbook (ie. Ethical standards, harassment, discrimination, drug free workplace, off-duty conduct and conduct at work)
- Arrive on time as scheduled and ready to work
- Maintain a personal appearance in line with Club policy, including uniform requirements
- Show a positive work attitude every day
- Show sound judgment and make good decisions at all times

POSITION SUMMARY/VALUE STATEMENT

A position on the Turfgrass team at Hazeltine National Golf Club is an opportunity to be a part of a highly organized and efficient team. We ask that our employees work hard, work together and have fun. A golf course is a beautiful place; having a hand in making it so is rewarding and fun. Hazeltine National is rated in the top 100 golf courses in the United States and has held numerous Major Championships. Our membership and their guests demand these levels of conditioning and a daily basis, and you are a part of making this happen.

KEY RESPONSIBILITIES

- Work safely at all times
- Arrive at least 10 minutes prior to your scheduled start time
- Be dependable: always show up when scheduled to work
- Communicate with superiors and fellow employees. If you see something out of place, tell a superior, or a fellow employee, who knows where the observation should be directed
- Take your training seriously; learn how to operate equipment and complete tasks with the highest degree of safety
- Complete tasks and assignments with quality, over quantity
- Do your best to provide our Members and Guests with a great product

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- Be aware of your equipment and how it affects golfers. Turn it off, or stay clear of play
- Be aware of your voice, its volume and your topic of conversation; in the presence of golfers, limit volume and conversation
- Converse with Members and Guests in a kind manner:
 - Ask them if they are enjoying their round
 - If a member introduces someone as a guest say: “Welcome to Hazeltine”
 - As golfers leave your area, wish them a nice day, or nice round
- Immediately relay any questions or comments from Members, Guests or other club employees to a superior

SKILLS/QUALIFICATIONS

- Must possess a valid Minnesota driver’s license
- Must pass the required background check

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds
- Must be comfortable spending long periods of time outdoors and on your feet