



Southwell Racecourse

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| Position: | Head Greenkeeper |
| Reporting to: | Executive Director |
| Responsible for: | The maintenance and presentation of the Golf Course and the Clubhouse |
| Contract type: | Permanent |
| Hours of work: | 40 |

About the role

Reporting to the Executive Director of the Racecourse, the Head Greenkeeper will be responsible and accountable for maintenance and presentation of the Golf Course and the Clubhouse, in line with the requirements of the Executive Director. The Head Greenkeeper will be responsible for the Greenkeeping Team.

Key responsibilities for the role will include:

Golf Course and Surrounding Areas:

- To prepare and maintain all areas of the golf course and surrounds in accordance with good sports turf management guidelines and the requirements of the company. Operations include:
 - Management of all fine turf areas as required, to ensure that they are in the best possible condition and to the highest standards of presentation at all times
 - The aspects of turf management expected from the position are identified below:
 - Forward planning to include daily, weekly, seasonal and annual tasks. All planning will be recorded along with other relevant data (weather and irrigation) that will allow analysis to identify trends and developments in the course and its conditions providing better information for future decision making
 - As a 'Hands On' Head Greenkeeper you will assist with the day-to-day maintenance of the golf course and surrounds so will be proficient in all aspects of mowing, aeration, scarification, fertilizer and pesticide application, irrigation operation and maintenance
 - To carryout course construction, bunker, tees, greens etc where agreed and as required

Gardens/Car parks:

- To ensure that the following work is undertaken and carried out:
 - Presentation of lawns, car parks and other Clubhouse areas to the highest possible standard
 - Flower beds and hanging baskets maintenance as required
 - To keep all roadways clear of rubbish/dirt
 - To keep all site hedges cut as required
 - To ensure that the overall presentation of site is of a high standard
 - To carry out any general course maintenance in terms of maintaining trees and shrubs, erecting structures etc as and where necessary

Machinery

- To ensure that all the golf course machinery and equipment is used as per the manufacturer's general instructions
- To maintain machinery as specified and in accordance with the manufacturer's instructions
- To ensure that maintenance records are being maintained on the golf course equipment
- To store machinery safely, leaving it locked, without keys, in the best places as to protect it from weather, theft or damage
- To wash down and fuel machinery after each use, and clean on a regular basis, to ensure that it is presented to the highest standard when in use on the course

Staff Management:

- To allocate duties to the team appropriately, ensure work is carried out in a timely manner to appropriate standards and with the health and safety of staff and Golfers a priority at all times.
- To be responsible for all aspects of staff and team management including welfare, discipline, recruitment, induction, training and health and safety as required by your line manager and the HR Department.
- To conduct regular 1-2-1 meetings with team members, and regular team meetings to discuss progress of tasks and plans for the future.
- To act as a positive role model to other members of staff – motivating the team and encouraging high standards of work and encourage learning.
- To conduct yearly appraisals with team members – setting targets for the year and encouraging personal development.
- To conduct new starter reviews with new team members to monitor their progress and learning, and plan for their continued development.
- To ensure that the Greenkeeping team are represented when necessary at internal meetings, and ensure that when necessary that the team attend Estates and Resort meetings.

Budget Management:

- To be responsible for:
 - Budget presentation, to line manager, for P&L lines to include course materials, vehicle fuel, payroll
 - Record keeping of expenses
 - Correct purchase order process as instructed by line manager

General:

- To be responsible for the compliance of all matters relating to the health & safety and safe working practices within the golf course operation to include:
- Being aware and assisting in the compilation and review of risk assessments
- Adherence to COSHH regulations
- Appropriate use of PPE
- Promoting safe practice in health and safety matters and reporting any problems to your line manager
- Cleaning/presentation of the site at the start of each day



- To work with the Golf Club Professional when taking decisions on whether the course should be open or closed during inclement weather
- Liaise closely with the Golf Club Professional and Golf Club Membership Greens Committee.
- To do a reasonable amount of overtime as and when required by your line manager, including working on a weekend rotation with the green keepers.
- To encourage a positive attitude in colleagues through personal example
- To control wastage and operate according to the Companies environment policy with regard to:
 - Product control and waste minimisation
 - Proper care and maintenance of equipment to prolong its life
 - Minimising energy wastage by switching off unused lights, heating, PCs and equipment
 - To ensure sheds and rest room are kept clean and tidy

Key Performance Indicators:

- Continually striving to improve the presentation of the Golf Course, Clubhouse and surrounds on a timely and on-going basis whilst challenging historical practices
- Responding and complying with requests from your line manager and their superiors
- All records of work and attendance are maintained
- All security checks are complete at the end of duty
- Knowledge of and compliance with Health and Safety procedures and practices
- Successful working relationships with staff and promotion of positive and motivated attitude through example
- Successful working relationships with the Golf Club Membership.

PERSON SPECIFICATION

Qualifications:

- GCSE or equivalent
- NVQ qualification to L3 in Turf Maintenance/Sports Turf Management, or equivalent/higher
- Full clean UK driving license
- Spraying PA1, PA2A & PA6
- Chainsaw qualifications an advantage

Experience and Skills:

- Deputy Head Greenkeeper or equivalent
- Team leadership
- Machinery operating and management experience
- Attention to detail
- Self-motivated
- Demonstrable health and safety knowledge
- Computer literate



Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....