

Hudson Hills GC (resumes to Matthew Belize, belizzem@gmail.com)

- Currently looking for an aspiring PGA Professional attending a PGM or apprentice program. The internship is for an **Inside operations** position whose responsibilities will include, but not limited to:
- Oversee day-to-day operations in the golf shop, ability to operate two different POS systems, inventory management, provide high quality and professional customer service to all members/guests, assist Head Professional with outings and member events
- Compensation:
 - Hourly ~ 40-50 hours per week
 - Housing unavailable – looking for someone local
 - Practice and playing privileges
- Internship will start second week of March 2023
- Either 6- or 9-month internship

HUDSON HILLS GOLF COURSE

2023

Objectives:

The main objectives of Hudson Hills Golf Course over the next 5 years of operation include:

1. Revitalizing the golf course and drawing the attention of new, local customers
2. Utilize marketing strategies both in print and online to promote the golf course and the updated offering that will now be available
3. Exceed new and old customers' expectations of the golf course
4. Building a team that will represent the brand that allows us to provide the very best service to our customers

Mission Statement:

The mission of Hudson Hills Golf Course is to once again be revered as a premier public golf course in Westchester County, as well as providing countless services to enhance the customers experience during their visit.

Vision:

Hudson Hills Golf Course will strive to provide a challenging championship level golf course for all levels while enjoying the vistas of the beautiful Hudson River Valley. The course will provide its patrons with social activities, a stocked pro shop, welcoming staff, excellent dining options and an unforgettable experience.

Core Values:

Hudson Hills Golf Course understands quality without the exorbitant price tag. It delivers a consistent value for the type of product that will be offered. Hudson Hills understands the importance of its employees and will strive to prove so through respect, trust, hard work and commitment to making the enjoyment of its customers top priority.

Daily Procedure

Pro Shop

Opening:

- Open Door
- Turn off Alarm
- Turn on Lights
- Sign into POS System
- Walk through shop to make sure everything is organized and ready for business

Closing:

- Close out day on POS
- Make sure all sales for the day were rung through system and receipts match
- Print end of day report and put with receipts of the day
- Count drawer to make sure balance matches
- Place cash from register in safe
- Vacuum floor
- Turn off lights
- Turn on alarm and lock all doors

Golf Cart Fleet

Opening:

- Open garage door
- Carefully pull out carts and stage in front of pro shop
- While driving check for:
 - Tire Pressure
 - Steering
 - Braking power
 - Full charge
 - Any abnormal noises
- Repeatedly bring up carts throughout the day performing the same checks each time a new cart is put into rotation
- Make note of any repairs needed on log sheet
- Keep area clean and orderly

Closing:

- Wash and store all carts that were used during that day's play
- Inspect carts for any signs of damage, if any is found report cart number and type of damage to Director of Golf
- While carts are in a line to be washed, remove any and all bottles, food, wrappers, golf balls and headcovers from cart
- Use power washer to remove dirt, grass and grime
- Park and count carts to make sure all have been returned
- Shut lights, alarm and lock door

Proposed Hours of Operation – 2023

Weekdays:

	3/13-3/29	4/1-5/10	5/13-8/16	8/19-9/27	9/30-10/25	10/28-Close
Office Opens	6:00 AM	6:00 AM	6:00 AM	6:00 AM	7:00 AM	7:30 AM
First Tee Time	6:50 AM	6:40 AM	6:40 AM	6:50 AM	7:30 AM	8:00 AM
Twilight	3:00 PM	4:00 PM	5:00 PM	4:00 PM	2:00 PM	1:00 PM
Super Twilight	4:30 PM	5:30 PM	6:30 PM	5:30 PM	3:30 PM	2:30 PM
Last Tee Time	5:00 PM	6:00 PM	7:00 PM	6:00 PM	5:00 PM	3:30 PM
Office Closes	5:30 PM	6:30 PM	7:30 PM	6:30 PM	5:30 PM	4:00 PM

Weekends:

	3/16-3/31	4/6-5/12	5/18-7/14	7/20-8/4	8/10-8/25	8/31-9/29	10/5-10/22	10/28-Close
Office Opens	6:00 AM	5:30 AM	5:00 AM	5:15 AM	5:45 AM	5:45 AM	7:00 AM	7:30 AM
First Tee Time	6:50 AM	6:30 AM	5:40 AM	6:00 AM	6:30 AM	6:50 AM	7:30 AM	8:00 AM
Twilight	3:00 PM	4:00 PM	5:00 PM	5:00 PM	5:00 PM	4:00 PM	2:00 PM	1:00 PM
Super Twilight	4:30 PM	5:30 PM	6:30 PM	6:30 PM	6:30 PM	5:30 PM	3:30 PM	2:30 PM
Last Tee Time	5:00 PM	6:00 PM	7:00 PM	7:00 PM	7:00 PM	6:00 PM	5:00 PM	3:30 PM
Office Closes	5:30 PM	6:30 PM	7:30 PM	7:30 PM	7:30 PM	6:30 PM	5:30 PM	4:00 PM

Weekday Hours 2023:

3/13-3/29

Pro Shop 6:00am – 5:30pm
Carts 6:00am – 7:30pm

4/1-5/10

Pro Shop 6:00am – 6:30pm
Carts 6:00am – 8:30pm

5/13-8/16

Pro Shop 6:00am – 7:30pm
Carts 6:00am – 9:30pm

8/19-9/27

Pro Shop 6:00am – 6:30pm
Carts 6:00am – 8:30pm

9/30-10/25

Pro Shop 7:00am – 5:30pm
Carts 7:00am – 7:30pm

10/28-Close

Pro Shop 7:30am – 4:00pm
Carts 7:30am – 6:00pm

Weekend Hours 2023:

3/16-3/31

Pro Shop 6:00am – 5:30pm
Carts 6:00am – 7:30pm

4/6-5/12

Pro Shop 5:30am – 6:30pm
Carts 5:30am – 8:30pm

5/18-7/14

Pro Shop 5:00am – 7:30pm
Carts 5:00am – 9:30pm

7/20-8/4

Pro Shop 5:15am – 7:30pm
Carts 5:15am – 9:30pm

8/10-8/25

Pro Shop 5:45am – 7:30pm
Carts 5:45am – 9:30pm

8/31-9/29

Pro Shop 5:45am – 6:30pm
Carts 5:45am – 8:30pm

10/5-10/20

Pro Shop 7:00am – 5:30pm
Carts 7:00am – 7:30pm

10/26-Close

Pro Shop 7:30am – 4:00pm
Carts 7:30am – 6:00pm