



Job Description

Assistant Director of Outside Operations/Starter

The Saint Andrew's Golf Club

History of Saint Andrew's

Founded in 1888, Saint Andrew's is the oldest golf club in America and a founding member of the United States Golf Association. The facilities include a historic clubhouse with all of today's modern amenities, 18 holes of golf re-designed by Jack Nicklaus, and expansive practice facilities. Saint Andrew's does approximately 17,000 rounds of golf per year.

Saint Andrew's Apple Tree Performance Center, a state-of-the-art practice facility and year-round learning center, has received many accolades from industry peers and organizations and remains one of the preeminent practice facilities in the region. The enhanced driving range has capacity for 32 outdoor hitting stations. The performance center is fully equipped with all of the latest technologies and contains a member lounge area, bathrooms, office, club repair room, 3 heated hitting bays, a putting lab, and an additional 2 covered hitting stations adjacent to the building. In addition to the new driving range there are also expanded short game practice facilities.

Why Saint Andrew's

Become a part of golf history at America's oldest golf club and be a part of an organization and membership that have a keen focus on the game of golf. Additionally, Saint Andrew's continually leads the region in growing the game of golf through various programs and philanthropic activities. Members at Saint Andrew's take pride in their love of the game and understand the club's role and status in the history of the game of golf. Enjoy working in an outdoors environment, in the golf industry, alongside a dedicated team of like-minded people. The right candidate will be eager to learn, be a team player and an individual that embraces the philosophy of doing whatever it takes to get the job done. This individual should be outgoing and always ready to engage members in conversation about golf and life.

Golf Operations at A Glance

- Number of Members – 275 Golf
- Average Annual Rounds – 17,000
- Bags in Storage – 400
- Golf Car Fleet – 65
- Outside Golf Staff – 10-15 (in-season)
- Caddy Program – 5 (limited mandatory caddie requirements)
- Practice Facilities – 32 hitting stations plus Learning Center, 2 short game areas, putting green
- Annual Outings – 25-30

GENERAL RESPONSIBILITIES

- Be engaging and energetic – has a personable and approachable demeanor with exceptional interpersonal skills
- Be inclusive – encourages and promotes an environment that is welcoming to all members and staff members
- Be selfless and confident – a leader, mentor and friend to all who visit and work at Saint Andrew's.
- Provide Outstanding Service – provide our membership and their guests with outstanding service. We must try to make the member's time at Saint Andrew's, as free from worry, as full of pleasure, and as enjoyable as possible.
- Detail oriented – pay close attention to the specifics, is observant and thorough
- Be proactive – possesses a “can do attitude” and actively seeks new opportunities to advance the golf operation.
- Promote golf in the Scottish Tradition with uncompromising commitment to the etiquette and rules of the game so that the pursuit of the game by our membership is an important part of their lifestyle and recreational pleasure.

SPECIFIC RESPONSIBILITIES

Assist the Dir. Of Outside Operations with the Following

- Welcome and greet members, their families and guest with enthusiasm.
- Assist in managing and training caddy force.
- Assist in managing and training all outside operations staff.
- Responsible for the overall supervision of all outside operations which would include cart, bag room and range operations and Performance Center.
- Record member and guest play, cart number, caddy information and any additional information deemed necessary on the starting sheet.
- Bill all daily activity in the Club Essential P.O.S. system.
- Do daily closedown of the P.O.S system and provide appropriate reports to the accounting office.

- Direct players to proper starting tees.
- Administer course rules and dress code.
- Investigate and report rules infractions to Golf Professional Staff & Golf Captain.
- Inform all players as to course conditions.
- Assist with member's bags or carts when necessary.
- Greet and organize kickoff of outings. Organize marshals for the day.
- Marshall golf course when necessary.
- Always have a working knowledge of member status, i.e., House, Non-Resident, Suspended with accounting office.
- Assist with any job related to the golf operation when necessary.
- Alarm appropriate Zones and lock all appropriate doors.
- Make sure at the close of business that the operation is ready for the next day's business:
 - Cart barn is clean and organized
 - Range and Chipping greens are picked clean
 - Learning Center is organized, locked and alarmed
 - Balls are washed
 - All garbage, boxes, etc... are thrown in the dumpster at day's end
 - All areas around the bag room and pro shop are clean and organized

Apple Tree Performance Center

- Responsible for the closing of the Performance Center
- Maintain a neat and orderly facility and leave in ready condition for the next day of business

Work Schedule/Compensation

- Potential for year-round or seasonal for the right candidate
- Tuesday-Sunday
- Approx. 2pm - Close (approx. 40 hrs.)
- \$925/wk.
- All Employees are included in a yearly gratuity pool which is paid out quarterly (*approx. \$5k annually*)
- Meals
- 401k with Employer Match (waiting period)
- Saint Andrew's is a non-tipping club, no exceptions.
- Holiday Bonus