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**POSITION DESCRIPTION**

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**JOB TITLE:** Greenskeeper/Gardener (Full-Time)

**DEPARTMENT:** Golf Maintenance

**REPORTS TO:** Assistant Golf Course Superintendent or Designate

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**ESSENTIAL PURPOSE:** To maintain optimal condition and appearance of golf course turf and planter areas.

**ESSENTIAL DUTIES:**

- To satisfactorily complete as directed, all routine greens maintenance and gardening assignments, including operating power hand towels, topdressing, and maintenance of planter beds and color areas.
- To maintain, as directed, the professional appearance and operating condition of greens cups, ball marks, sand traps, cart paths, ballwashers, tee baskets, hazard stakes, cart direction signs, driving range yardage markers, and the range ball hut area.
- To receive, load, unload, and store, as directed, materials weighing up to 80 lbs.
- To continuously remove trash and other debris from the golf course, in order to maintain the highest possible standards of appearance and safety.
- To communicate all guest requests to an appropriate supervisor in a timely and professional manner.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others, including the safe operation of all power-driven machinery.
- To handle, store, and label all hazardous substances according to state and federal regulations.

- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

**JOB KNOWLEDGE & EDUCATIONAL LEVEL:** Able to speak English and follow simple verbal instructions. Experienced in the use, maintenance, and repair of all relevant tools and equipment. Must have working knowledge of planting and fertilization practices. Experience in greens maintenance and gardening preferred.

**SKILLS AND APTITUDES:** Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Courteous, friendly manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

**WORKING CONDITIONS:** Works primarily outdoors in all weather conditions. Exposed to hazardous substances and fumes. Exposed to noise of power-driven machinery. Works on all surfaces, including concrete, soil, and grass. Conducts work on greens while golf play is in session and, for safety reasons, should be aware of flying golf balls. Extensive property.

**PHYSICAL DEMANDS:** Stands/walks approximately 70% of shift. May be required to walk up to 2 miles per shift. Sits/drives approximately 30% of shift. Occasionally required to handle and move objects weighing up to 80 lbs. over short distances. Bends, stoops, reaches, and lifts to perform routine job tasks. Flexibility and good reflexes required to operate power driven machinery. Must be able to withstand prolonged exposure to sun.

**IMPACT OF DECISION:** Decisions directly impact guest service and golf course condition and appearance. Poor decisions may result in guest dissatisfaction and lost revenues, due to failure to maintain aesthetic and functional standards, unsafe work practices, or improper handling of customer service and safety situations.

**GENERAL:** Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

**JOB CLASSIFICATION:** The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

**NON-EXEMPT POSITION:** Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

**AT-WILL EMPLOYMENT:** The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered “at will.” This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company’s performance standards and understand that I will need to be flexible in order to accommodate the changing needs of operations.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

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Employee’s name (please print)

\_\_\_\_\_  
Employee signature

Date:\_\_\_\_\_