



JOB TITLE: J-1 Dishwasher -Prep Cook - 1 position available
DEPARTMENT: Kitchen
REPORT TO: Executive Chef
DATE REVISED: 1/12/19
CLASSIFICATION: Non Exempt; part-time or full-time

Prep cooks are responsible for preparing and/or directing the preparation of food to be served complying with all applicable sanitation, health, and personal hygiene standards and following established food production programs and procedures.

BENEFITS:

While working for Anchorage Golf Course, you will be surrounded by the surreal Alaskan scenery with a spectacular view of North America's tallest peak, Denali! If you enjoy wildlife, then prepare yourself for daily encounters with the mighty moose and the possibility of seeing eagles, black bears, and foxes. Pay is \$9.89 per hour, 40 hours per week, with the possibility of overtime (at 1.5 times the regular wage) depending on the needs of the facility. Maximum number of hours in any week would be 50 hours. You will have the opportunity to practice your English skills with fellow employees and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares all food items to order, following standard recipes and procedures within specified time limits.
- Preps assigned items according to the Prep Lists, Firing Chart and par levels set by management.
- Properly measures and assembles ingredients required for preparing the standard recipes
- Ensure that leftover food is stored properly.
- Cleans, organizes and maintains walk-in refrigerator, reach-in refrigerator, cooler drawers, prep and dry storage area.
- Maintains prep area in a clean, sanitary and safe manner
- Rotates product according to "First IN, First Out" to maintain shelf-life standards.
- Understands and complies with food safety and temperature standards.
- Perform kitchen maintenance tasks such as emptying the trash and washing dishes, and testing the temperature of food at specified intervals.

JOB SPECIFICATIONS:

- Must be at least 18 years old
- Strong attention to detail
- Speaks English fluently
- Takes direction well
- Has ability to multitask
- Projects and assignments are completed thoroughly, professionally and with care in a timely manner.
- Adjusts to high pressure situations and is open to change.
- Must have general knowledge of kitchen related equipment



OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Knowledge of where and how everything is stored
- Arrive on time and demonstrate effective time management
- Flexible with job duties
- Able to work all shifts and holidays
- Arrive 15 minutes prior to assigned shift
- Report to managers when something is broken or needs repair
- Follow written and verbal instructions
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- May be required to do some heavy lifting



TITLE: J-1 Driving Range Attendant – 1 position available
DEPARTMENT: Maintenance
REPORT TO: Superintendent
DATE REVISED: January 12, 2019
CLASSIFICATION: Non-Exempt; seasonal Full-time or part-time

JOB STATEMENT/PURPOSE:

The Driving Range Attendant worker provides manual and skilled labor to maintain the driving range, turf and facilities.

BENEFITS:

While working for Anchorage Golf Course, you will be surrounded by the surreal Alaskan scenery with a spectacular view of North America's tallest peak, Denali! If you enjoy wildlife, then prepare yourself for daily encounters with the mighty moose and the possibility of seeing eagles, black bears, and foxes. Pay is \$9.89 per hour, 40 hours per week, with the possibility of overtime (at 1.5 times the regular wage) depending on the needs of the facility. Maximum number of hours in any week would be 50 hours. You will have the opportunity to practice your English skills with fellow employees and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning and maintaining driving range area by picking-up golf balls using range picker, picking up baskets and cleaning and sorting range balls.
- Interacts with customers while picking up baskets, ensuring customers feel welcome. Also, resolves any customer issues while on the range, such as ball dispenser challenges.
- Works with golf instructors, ensuring they have an adequate supply of golf balls and assisting them in setting up for clinics and lessons.
- Cares for the driving range tee area by assisting the maintenance department lay sand and seed.
- Performs custodial work such as removing trash and leaves from the driving range area.
- Ensure ball machine shacks are functioning, clean and organized.
- Locate and collect range balls that are hit off of the main area into the woods.

JOB SPECIFICATIONS:

- A minimum of one year experience is preferred
- Ability to work under varied climatic conditions
- Ability to provide courteous service to the general public
- Ability to lift and carry large baskets of golf balls
- Ability to work well with others



JOB TITLE: J-1 Groundskeeper – 3 positions available
DEPARTMENT: Maintenance
REPORT TO: Assistant Superintendent
DATE REVISED: 12/27/2018

JOB STATEMENT/PURPOSE:

The J-1 Groundskeeper provides assistance in maintaining the golf course's turf, facilities, cart paths, and structures, and including general care and upkeep. Positive interaction with customers and fellow employees while working is a critical part of the position.

BENEFITS:

While working for Anchorage Golf Course, you will be surrounded by the surreal Alaskan scenery with a spectacular view of North America's tallest peak, Denali! If you enjoy wildlife, then prepare yourself for daily encounters with the mighty moose and the possibility of seeing eagles, black bears, and foxes. Pay is \$10.50 per hour, 40 hours per week, with the possibility of overtime (at 1.5 times the regular wage) depending on the needs of the facility. Maximum number of hours in any week would be 50 hours. There is also a \$250 bonus for completing the work season as defined by management. Leaving the position prior to the agreed terms forfeits this bonus. You will have the opportunity to practice your English skills with fellow employees and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Cares for the putting greens and tees by reseeding, manicuring, topdressing and mowing using specialized equipment, including self-propelled walk mowers and riding mowers.
- ❖ Cares for sand traps, fairways, and roughs by raking, edging, weeding, and manicuring.
- ❖ Cares for ornamental plantings around golf course facilities and structures.
- ❖ Performs custodial work such as removing trash and leaves from the course and around facilities and structures.
- ❖ Creates an excellent experience for our guests through positive interactions when required.

JOB SPECIFICATIONS:

- ❖ Knowledge of the tools, turf equipment, methods and practices of grounds and turf maintenance on golf course grounds and facilities preferred
- ❖ Ability to work under varied climatic conditions
- ❖ Ability to provide courteous service to and provide positive interactions with the general public
- ❖ Ability to work well with others

OTHER RESPONSIBILITIES:

- ❖ Other duties as assigned, including tasks which support essential functions



JOB TITLE: Cart Barn Attendant - 1 position available
DEPARTMENT: Golf Operations
REPORT TO: Outside Golf Service Supervisor
DATE REVISED: January 3, 2019
CLASSIFICATION: Non Exempt; Seasonal part-time or full-time

JOB STATEMENT/PURPOSE:

The Cart Barn Attendant will provide outstanding customer service, directions to patrons around the golf course grounds, tournament assistance, rental club and golf cart rental procedures as well as the availability and cleanliness of rental carts, daily maintenance of the entire golf cart fleet, general janitorial duties around the clubhouse; which includes trash removal, mopping and cleaning restrooms and any other duties needed by the golf professionals. Some light manual labor may be expected at times.

BENEFITS:

While working for Anchorage Golf Course, you will be surrounded by the surreal Alaskan scenery with a spectacular view of North America's tallest peak, Denali! If you enjoy wildlife, prepare yourself for encounters with the mighty moose and the possibility of seeing eagles, black bears, and foxes. Pay is \$9.89 per hour, 40 hours per week, with the possibility of overtime (at 1.5 times the regular wage) depending on the needs of the facility. This is also a tipped position on a limited basis, so gratuities may be earned from our customers for outstanding customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Attend to the golf cart fleet
- ❖ Staging carts; cleaning, checking carts after each use and returning carts to staging area at the end of the day
- ❖ Ensure that carts are available for player use at all times, windshields clean and seats dry
- ❖ Work closely with Pro Shop/Tournament staff to prepare for and conduct golf tournaments
- ❖ Ensure the cart barn and clubhouse area are kept orderly and clean, including trash receptacles, wash station, shoe brushes, doorways clear of leaves and grass.
- ❖ Assist with delivered items
- ❖ Cart barn floors swept and mopped daily
- ❖ Report all cart damage immediately to supervisor or Pro Shop staff
- ❖ Other duties as assigned, including tasks which support essential functions and may be changed or redesigned.

JOB SPECIFICATIONS:

- ❖ Ability to work harmoniously with patrons and fellow employees
- ❖ Good oral and written communication skills
- ❖ Ability to maintain records and files
- ❖ Working knowledge of the rules of golf
- ❖ Ability to learn and enforce course policies, rules and regulations
- ❖ Ability to follow verbal and or written instructions
- ❖ Ability to use equipment and tools properly and safely
- ❖ Able to lift 50 pounds.