



JOB TITLE: J-1 Groundskeeper – 5 positions available
DEPARTMENT: Maintenance
REPORT TO: Assistant Superintendent
DATE REVISED: October 8, 2021

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 \$12 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



TITLE: J-1 Driving Range Attendant – 1 position available
DEPARTMENT: Maintenance
REPORT TO: Superintendent
DATE REVISED: October 8, 2021
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 \$10.34 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:

- 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 Restaurant Server – 2 positions available
DEPARTMENT: Food & Beverage
REPORT TO: Food and Beverage Manager
DATE REVISED: October 8, 2021
CLASSIFICATION: Non Exempt; part-time or full-time

JOB STATEMENT/PURPOSE:

Servers provide food and beverage service to the customers of O'Malley's on the Green in a prompt and courteous manner. Take customer's orders deliver meals and drinks, fill out and deliver food tickets, and clean up after customers. In addition, they help maintain order and abide by all state and local liquor laws.

BENEFITS:

While working for Anchorage Golf Course/O'Malley's on the Green, 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 \$10.34 per hour, between 35-40 hours per week depending on the needs of the restaurant. This is a tipped position in addition to your hourly wage. Every day you will have the opportunity to interact and practice your English skills with fellow employees and customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prompt, courteous, and professional service to customers
- Take food and beverage orders, deliver meals and drinks
- Anticipate and address customers concerns
- Assist the host/ hostess in greeting and seating guests
- Communicate with other staff regarding needs of customers, out-standing bar tabs supply shortages, and equipment problems
- Read and understand the menu

JOB SPECIFICATIONS:

- Must have a high school diploma or equivalent
- Some experience in customer service helpful but not required
- Must be at least 21 years old
- Must have current Training for Alcohol Professional (TAPS Card)
- Must have current Food Handler's Card
- Must be able to stand for long periods and lift 50 lbs.
- Must have a cheerful and outgoing personality

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures while working
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- Comply with applicable sanitation, health and personal hygiene standards



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 \$10.34 per hour, 40 hours per week, with the limited 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.