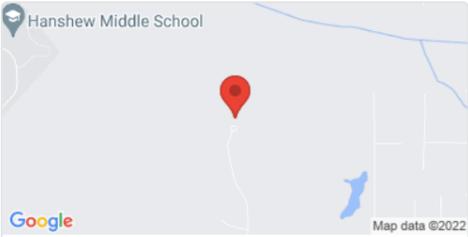


## Host Profile

### Anchorage Golf Course - 2023 Summer



**Anchorage Golf Course**

Country Club Alaska

Last Logged In: Dec 09 2022

[3651 Omalley Rd, ANCHORAGE, AK 99507](#)

[View Website](#)

Anchorage Golf Course has an 18-hole golf course, practice facilities, as well as two dining rooms and snack bar facility. We employ over 100 people during our main operating season.

### Preferred Dates

**Start**  
May 15 2023 - Jun 30 2023

**Finish**  
Aug 28 2023 - Oct 01 2023

### Business

**Bonuses Available**  
Depending on the position, a bonus for working a complete season and not leaving early. These are indicated in our job descriptions.

**Uniform or Dress Code Requirements**  
Depends on the position, but standard attire in a customer service position includes a company-provided shirt, khaki or dress pants. For outside positions the dress code is not as strict, and will have an outerwear piece provided.

**Work Schedule Details**  
Depends on the department. Schedules are generally provided at least a minimum of 10 days in advance and are generally very consistent (though daily hours may be extended and hour or two due to business levels or events). Weather may result in a cancellation or reduction of shift, but this is quite rare. If it is raining, we continue to work and play generally, unless it rains so hard and so long it is impossible. This is perhaps once or twice per summer.

**Meals Included**  
Discounted meals are available in our snack bar, as well as 20% in our restaurant, O'Malley's on the Green.

**Paycheck Deductions (in addition to taxes)**  
No

**Drug Testing Requirements**  
No

### Housing

**Housing Type**  
Assisted

**Description**  
While we do not provide housing, we do have contacts we use to assist the J-1's. Housing usually runs between \$400-\$500 per month. We have never had an issue with this.

**Available Transportation**  
We provide bicycles for the students to get back and forth, and managers also provide rides when the need arises. We strive for housing within 3 miles of the golf course if it can be done.

**Estimated Transportation Cost**  
\$0.00/week

## Cultural Opportunities

### In the area

While we do ensure all of our students have the opportunity to speak with our customers on a daily basis in all positions, we do not have specific activities for our students. Anchorage is the most diverse city in the country, so there are a myriad of opportunities for the students to experience our area. Our area is fantastic in that there is plenty of hiking, fishing, glacier cruises and hikes - plenty of things to do for our students. We do assist our J-1's in arranging those events, for very low cost or free depending on the event, through our contacts in the industry. Our J-1's often wish to return year after year because of the experiences they have.

## Job Listings

### Maintenance

#### 1 Position

Tipped Maybe Overtime

**\$10.34 + tips** /hour

**40 hours** /week

**Overtime Wage** ⓘ

\$15.51 /hour

#### Position Description

Maintenance workers are responsible for painting, grounds keeping, mowing the lawn, minor repairs, general cleaning, outdoor cleaning, doing laundry, and moving furniture. You may be asked to lift heavy objects and the use of chemical cleaning products may be required. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

#### Additional Description

JOB TITLE: Cart Barn Attendant DEPARTMENT: Golf Operations REPORT TO: Outside Golf Service Supervisor DATE REVISED: February 21, 2017 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, 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.

### Maintenance

#### 1 Position

Maybe Overtime

**\$12.00** /hour

**40 hours** /week

**Overtime Wage** ⓘ

\$18.00 /hour

#### Position Description

Maintenance workers are responsible for painting, grounds keeping, mowing the lawn, minor repairs, general cleaning, outdoor cleaning, doing laundry, and moving furniture. You may be asked to lift heavy objects and the use of chemical cleaning products may be required. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

### Additional Description

JOB TITLE: J-1 Driving Range Attendant 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

## Groundskeeping

### 4 Positions

Maybe Overtime

**\$13.00** /hour  
**40 hours** /week  
**Overtime Wage** ⓘ  
\$19.50 /hour

### Position Description

Groundskeepers are responsible for daily maintenance of a property. Responsibilities can include painting, garbage removal, lawn maintenance, and sweeping and mopping. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

### Additional Description

JOB TITLE: J-1 Groundskeeper DEPARTMENT: Maintenance REPORT TO: Assistant Superintendent DATE REVISED: 3/17/17 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 bonus of \$250 for completing the work season as defined by management. 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

## Kitchen Help

### 1 Position

Maybe Overtime

**\$12.00** /hour  
**40 hours** /week  
**Overtime Wage** ⓘ  
\$18.00 /hour

### Position Description

Kitchen Helpers are responsible for washing and re-shelving dishware and glassware, emptying garbage, sweeping and mopping floors, wiping down food service tables, cleaning appliances, chopping vegetables, and assisting the cook. The kitchen area at times may have high humidity and temperatures. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

***[SWT Regulations](#) prohibit employment in positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570. This includes the operation of deli slicers, including setting-up, adjusting, repairing, or oiling such machines or the cleaning of such machines or the individual parts or attachments of such machines, regardless of the product being processed by these machines (including, for example, the slicing in a retail delicatessen of meat, poultry, seafood, bread, vegetables, or cheese, etc.).***

**Additional Description**

JOB TITLE: J-1 Dishwasher -Prep Cook DEPARTMENT: Kitchen REPORT TO: Executive Chef DATE REVISED: 10/05/18 CLASSIFICATION: Non Exempt; part-time or full-time PAY RATE: Between \$12.00 and \$15.00 per hour depending on experience 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. 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

**Server****2 Positions****\$11.00 + tips** /hour**40 hours** /week

Tipped

**Position Description**

Servers are responsible for waiting on customers, answering questions, writing down lunch and dinner orders, serving food and drinks, refilling water, dealing with U.S. currency, and setting and clearing tables. Your employer may ask you to perform other duties related to your job type. If you have questions or concerns about this, please contact InterExchange.

**Additional Description**

JOB TITLE: J-1 Restaurant Server – 2 positions available DEPARTMENT: Food & Beverage REPORT TO: Food and Beverage Manager DATE REVISED: January 23, 2020 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 \$10.19 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