

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Golf Club Overview

Classification: Sport & Fitness

Ref: 50,005

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into working in the leisure and golfing area of a hotel complex.
Students will spend time in each area to give an overall appreciation of the activities.

Key Tasks: Student will spend a day in the golf pro shop assisting with customers, tidying and cleaning and collecting golf balls from the driving range. Student may assist with on line sales for www.jamgolf.com. Observation of golf lessons.
Some time will be spent in the golf club office assisting with administration and general office duties such as photocopying, filing and faxing, student may also assist in organising corporate golf days and competitions.
Student will spend a day with the green keepers where after training and under supervision may do basic golf course maintenance such as weeding, replacing divots and other tasks such as raking bunkers.
Some golf centres have leisure suites, therefore student may be assisting trained staff in the gym, pool and sauna/steam room areas. Student may observe personal training sessions, exercise classes and be shown the safe use of the exercise machines, it may be possible to observe pool testing for water quality and to assist with general leisure club maintenance such as cleanliness in the wet and dry changing areas.(Depending on which golf club you go to). Students may be able to assist with some admin duties and updating the social media sites.
The last day will be spent in the area of student's choice.

Requirements: Student must have a keen interest in golf and leisure clubs. Good communication skills, friendly and highly motivated. Good IT skills. Able to listen and follow instructions.
*NOTE: State on your form whether you already play golf and which club you play at.

Clothing: Clean tidy trousers (no jeans) and a polo shirt. Old clothes for the day with the grounds men. For the day in the gym please bring a tee shirt, trainers and leggings/jogging bottoms. Discuss footwear at interview.

Working Hours: Shifts operate between 6am and 2pm discuss at interview. (Keen students may have the opportunity to do more hours depending on planned events for the week). Max 37 hours per week

Meal Breaks: Bring own lunch.
Discuss at interview Minimum 30 minutes.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal interview prior to placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:: Student will not come into contact with hazardous machinery/chemicals. (No handling weedkiller or fertiliser)

SLIPS, TRIPS & FALLS: Student will not work at a height where there is a possibility they may fall more than two metres.

WORKPLACE SPECIFIC HAZARDS: Student may travel on green keeping machines only if accompanied by qualified staff.

Under supervision student may use golf buggy for collecting balls.

PERSONAL PROTECTIVE EQUIPMENT: Student must wear any personal protective equipment provided e.g. goggles, gloves etc.

LIFTING & MANUAL HANDING: Student will be shown safe lifting and handling procedures and must not lift more than 20 kgs

COMPUTERS & WORK STATION: Internet use for researching golfing events will be monitored (restricted access).

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L