



The Golf Club at Camelot

Job Descriptions, Responsibilities and Wages

Club Information

(P) 920-269-4949

(F) 920-269-4923

golfcamelot.com

W192 State Rd 67

Lomira, WI 53048

Management

Jason Roos

Executive Manager

Jason@golfcamelot.com

Karie Gabrielson

Wedding & Events Coordinator

camelotevents1@gmail.com

Adam Haese

Director of Golf

info@golfcamelot.com

Bobby Stueck

Lead Cook

info@golfcamelot.com

Pat Zurawski

Course Superintendent

pat@golfcamelot.com

Cherie Tonsor

Administrative Assistant

info@golfcamelot.com

Owners

Lee Merkel

lee@golfcamelot.com

Laura Beaudoin

Director of Marketing

laura@golfcamelot.com

Clubhouse/Cart Personnel

Hourly Rate \$7.25-\$8.00 (Based on Performance & Experience)

- Golf Carts
 - Wash, park, gas, report any damage
 - Update cart plates
 - Line up carts for events
 - General Cleaning
 - Bathrooms, mirrors, sinks, toilets, stocking
 - Vacuum, dust, windows, organize, stock coolers, etc.
 - Must be able to help other departments when needed
 - Ability to set up outing and prep work
 - Banquet set up and Inventory (stocking)
 - Answering Phones and Taking Tee Times
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Level I Pro Shop Staff

Hourly Rate \$8.00 - \$8.50 (Based on Performance & Experience)

Duties:

- Answering and directing all phone calls
- Taking tee times
- Ability to relate to customer needs and enhance experiences
- Ability to answer basic questions and take proper messages
- Capable of making cart plates, drink tickets, outing prep work
- Schedule flexibility - able to work mornings, nights, and or weekends
- Knows basic answers to golf related questions including course, etiquette, rules, equipment related questions
- Keep Pro Shop counters and displays clean and organized
- Ability to multi task in Pro Shop and keep busy
- Ability to act as Ranger/Starter
 - Ranger
 - Maintain the speed of play to 2 -2 ¼ hours per 9 holes
 - Keep Pro shop staff updated on course play
 - Ability to diplomatically handle golfers
 - Ability to understand Shotgun vs. Straight and crossover starts
 - Ability to understand course management
 - Starter
 - Be able to communicate with the golfers as to who is next
 - Promote our specials, have conversations
 - Know the 1st/10th tee turn status to manage the pace of play
- Outings - help wherever needed: flag events, hole sponsors & display the ability to be flexible and be available before, during, and after outing
- Course - empty and sort garbage on and around course, Refill any water jugs, cups, bathrooms, paper towel, etc., while on duty
- Must be able to help other departments when needed



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Level 2 Pro Shop Staff

Hourly Rate \$8.25-\$10.00 (Based on Performance & Experience)

Duties:

- Ability to handle all Level 1 Duties AND:
- Create new business ideas and implement them (friends, outings, pro shop sales, etc)
- Ability to relate to customers, know by name, have conversations
- Understand and promote all of our programs and specials
- Call all outings and be sure we have correct outing coordinators contact information
- Be sure the Tee Sheet is set properly for all outings and does not interfere with other programs, leagues, and that open play is utilized whenever possible
- Understand Tee Sheet and Shotgun vs. Straight vs. Crossovers
- Be sure we have cart plates, flag events, scoreboards, scorecards, tickets ready
- Communicate any outing/event changes to management staff
- Be flexible and on down times make calls to keep outings updated
- Update notes in computer
- Create new programs and events
- Work closely with Director of Golf, Golf Professional & General Manager (Managers)

Teaching Professional

Hourly Pro Shop Rate: \$9.00-\$12.00 (Based on Performance & Experience)

- Ability to handle Level 1 and 2 Positions
- Some certification / training / verifiable teaching experience necessary
- Commission Based Pay Structure
- Receive 100% of lesson revenue

Duties:

- Be able to work some pro shop hours to help promote your programs and understand our programs/features
- Able to be flexible and give individual lessons to all ages
- Create new lesson clinics and programs
- Create, work with local schools for schedules and run Junior Program(s) and Camp(s)
- Work closely with Director of Golf to implement all services to customers
- Be available for outings for "Beat the Pro" or Opportunity Hole
- Ability to sell clubs, suggest merchandise, keep updated on technologies and equipment.
- Answer all golf related questions and rules



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Job Descriptions, Responsibilities & Wages

Assistant Director of Golf

Hourly Pro Shop Rate: \$9.50-\$12.00 plus Commissionable opportunities

- Capable to accomplish Level 1 & 2 tasks and services
- Ability to act as Director of Golf when needed
- Can answer all business related questions and help all customer's needs
- Ability to help in all areas of the business
- Keep good communication and updates with General Manager and Owners
- Get invoices set and paid in full the day of event
- Rebook and collect deposits for the following year
- Be here from start to finish for each outing we have
- Keep Pro Shop Staff aware of upcoming events
- Be able to re-grip all golf clubs
- Check the schedules to be sure we are properly staffed
- Maintain all league standings, update scores, correspondence to league players
- Ability to bring in new events and outings and expand current events and outings

Director of Golf

Hourly Rate \$11.00-\$13.00 (Based on Performance & Experience)

The Director of Golf Operations is responsible for the day to day operations of the golf course. Must have the ability to accomplish all Level 1 and 2 Pro Shop duties along with but are not limited to the following:

- Answering all business related questions and help all customer needs
- Must have problem solving capabilities
- Ability to help in all areas of the business
- Maintain strong communications between Superintendent, General Manager & Owners
- Manage and oversee all leagues
- Oversee and Maintain all outings and events
- Needs to be responsible for developing and organizing all in-house events which include but are not limited to; Club Championship, Match Play, Ladies Learn To Golf League, and Jr Program
- Oversee Inventory to include purchasing, tagging, and displaying
- Work behind the counter checking in golfers and answering phones
- Quote and purchase for special orders
- Be able to re-grip all golf clubs
- Must work with teaching professional and direct him/her to accomplish clinics, camps, lesson programs, marketing, beat the pro events, etc.
- Must be strong in communicating with all types of events and customers
- Setup contracts and collect deposits for the following year's events
- Schedule and maintain a budget for pro shop staff
- Must be able to help other departments when needed



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Bartender *(New Bartender / No Experience)*

Hourly Rate \$7.50 - \$8.00 + tips

Experienced Bartender

Hourly Rate \$8.00 - \$9.50 + tips (Based on Performance & Experience)

- Experienced bartenders will be expected to be well versed in our promotions and operations after the probationary period. Must be capable of working on their own without constant supervision
- Responsible for keeping the bar/areas clean during their shift
- Ability to service a full bar with minimal customer wait times while maintaining a positive attitude

Lead Bartender

Hourly Rate \$9.00 - \$10.00 + tips (Based on Duties, Performance & Experience)

- Train bartenders
- Ability to service a full bar with minimal customer wait times while maintaining a positive attitude
- Design, plan, promote and execute bar promotions
- Responsible for stocking all bars
- Responsible for assisting bar manager in ordering and inventory
- Responsible for cleanliness of bar (s) and their surrounding areas
- Ability to create, update and collect invoices from customers
- Report and issues to the GM (Manager/Owners)

Beverage Cart Operator

Hourly Rate \$5.00- \$5.50 + tips

- Personally responsible for sales of beverages & food on the course.
- Must have bartenders license.
- Must be responsible for ringing in all sales of purchased food and beverages.
- Must stock and inventory the beverage cart before and after shift, and stock coolers when necessary.
- Beverage cart operators may be required to work bartending and or waitress shifts and banquet support shifts in conjunction with corresponding beverage cart shifts. These shifts will be consecutive in nature.
- Take food and drink orders in dining room, follow thru on all orders
- Act as the golf course ambassador by monitoring speed of play and customer service.
- Any damage, horseplay or other issues on course need to be reported to the pro shop.
- Maintain quality customer service



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Assistant / Mechanic

Hourly Rate Negotiable (Based on Performance & Experience)

Ability to operate all equipment proficiently and without supervision. Ability to instruct others on the proper operation of equipment. Ability to supervise other grounds crew members to complete required tasks. Ability to make decisions about maintenance tasks in absence of Superintendent. Ability to recognize turf problems such as disease and insects and relay that information to the superintendent. Ability to at least maintain and make repairs to equipment to continue operation. Ability to perform tasks to maintain golf course in absence of superintendent.

Class A

Hourly Rate \$9.00 - \$10.00

Ability to operate majority of equipment and complete different mowing routes without constant supervision. Ability to perform minor maintenance work on equipment to keep it operational. Ability to help in other areas of course maintenance when needed. Able to work entire season . On average a minimum of 25 hours per week.

Class B

Hourly Rate \$8.00 - \$8.75

Ability to operate some equipment and general knowledge of some of the mowing routes. Ability to learn new tasks and routes. Ability to take instructions from the Superintendent or assistant and complete those tasks in a timely and acceptable manner. Ability to perform some equipment maintenance tasks under the supervision of Superintendent or assistant.

Class C

Hourly Rate \$8.00

Entry level with minimal or no knowledge of course maintenance or equipment operation. Ability to learn tasks under supervision of the Superintendent or assistant. As performance and abilities increase pay rate can be evaluated by Superintendent.

Landscaping

Hourly Rate \$8.00 - \$10.00

Subject to Superintendent's Approval

This is a completely separate category which includes those that help maintain landscape plantings on course and around clubhouse. We have a fixed amount of dollars in this budget category and anyone hired for this task will have a pay rate which can comfortably come out of this budget category. The pay rate will be set in such a way that it does not compromise the performance of the landscaping budget.



Benefits & Guidelines

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Benefit Guidelines

Appropriate golf etiquette & courtesy is mandatory. You are a representative of The Golf Club at Camelot. If any inappropriate behavior occurs by either you or your guests, your golf privileges may be revoked and employment status action may be taken.

Golf and Cart Privileges at Camelot

Green Fees Privileges

- Complimentary when an employee works an average of 10 or more hours per week
- All employees must check in the Pro Shop before golfing and register properly
- Tee Times can be made only when you are accompanied by a paying guest. Always remember, that the customer comes first and we will do our best to get you out as soon as we can when we are busy.

Cart Privileges

- Cart fees are ½ price for all employees at their home course

Guest Privileges

- All guests of employees will enjoy the rate of \$20.00 for 18 Holes walking or riding
- All guests of employees will enjoy the rate of \$15.00 for 9 Holes walking or riding
- Guests rates are only permitted when the guest is golfing with the employee

Reciprocal Play at our “Sister/Brother” Courses

Attention: Allowed only one round per week – MUST MAKE TEE TIME

- All employees MUST check-in at the pro shop before golfing and register properly
- All employees pay the course cart fee for 9 or 18 holes, whether walking or riding

Guest Privileges

- All guests of employees will enjoy the rate of \$20.00 for 18 Holes whether walking or riding
- All guests of employees will enjoy the rate of \$15.00 for 9 Holes whether walking or riding
- Guests rates are only permitted when the guest is golfing with the employee

Pro Shop Discount

- 25% off Apparel, headwear, gloves and miscellaneous items or sale price, whichever is greater
- 10% off hard good items such as golf balls and golf clubs
- Special orders are available. Please contact Jason or Adam for pricing

Food Discount

- Employees will enjoy a 25% off discount on all food purchases both on and off duty at home course only
- All employee guests will pay full price
- Employees must pay for their food at the time of service

Drink Discount

- All tap soda will be FREE during your shift

Hall Rental

- All employees have the opportunity to rent the hall at the discounted rates. (When available)

Simple IRA Match

WCH is offering a simple IRA. You are eligible for this plan if you expect to earn at least \$5,000.00 in the current calendar year AND you've earned at least \$5,000.00 during any of the two prior calendar years. WCH will match any contribution you make, dollar for dollar, up to 3% of eligible compensation. Employer contribution will vary year to year from 1 to 3% based on company performance. See Management if you are interested in more details.

- You are able to change your % twice a year, March 1st and October 1st.
- This is a payroll deduction plan.
- This IRA is yours to keep.