

**PORT LUDLOW ASSOCIATES
POSITION DESCRIPTION**

FLSA: Hourly

POSITION TITLE: Starter - Marshal

DIVISION/DEPARTMENT: Golf

REPORTS TO (TITLE): Director of Golf or Head Professional

SUPERVISES: N/A

DATE (Revised): 4/1/04, 9/10/09

BASIC FUNCTION:

Ensure the smooth flow of golfers from the clubhouse to the tees. Maintain a good pace of play on the golf course.

QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE:

High School education. Good people skills required, knowledge of the game of golf and good communication skills

ESSENTIAL FUNCTIONS:

Checking out golf carts and instructing players where and when to start their round. Document carts numbers and player turn times. See to it that all rules and regulations are followed by players, marshals and player service attendants. Supervise and direct course marshals to assist the smooth flow of play and to alert of any possible problems.

MARGINAL FUNCTIONS:

1. Assist with tournament operations
2. Assist with guest service functions
3. Shuttle golfers to and from the resort
4. Assist in all areas of the golf operation where needed

ENVIRONMENT: Must be able to work closely with staff and customers. Be a team leader in the outside operations of the golf course. Must be willing to work evenings, weekends and holidays. Maintain the smooth flow of play.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying		X		
10lbs or less				
11lbs to 25lbs		X		
26lbs to 50lbs		X		
51lbs to 75lbs		X		
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing				X

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

NAME

DATE