

# PARAGON CASINO RESORT

## Job Description

### GOLF MARSHAL

<b>Department:</b>	<b>Tamahka Trails</b>	<b>Reports to:</b>	<b>Golf Course Manager</b>
<b>Job Code:</b>	<b>MAR01</b>	<b>License:</b>	<b>Non-Gaming</b>
<b>Position Code:</b>	<b>MAR001</b>	<b>Costing:</b>	<b>450 4502 4511</b>
<b>Pay Grade:</b>	<b>N4</b>	<b>Date:</b>	<b>10/23/19</b>
<b>EEO-1 Code:</b>	<b>9</b>		

#### **SUMMARY:**

Responsible for the administration and implementation for the orderly progression of play on the golf course at Tamahka Trails and the supervision and coordination of the duties of the cart attendants.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Coordinates with the Pro Shop Staff to match guests with corresponding tee time.
- Informs guest of standing rules as well as daily conditions or restrictions.
- Monitors pace of play according to established guidelines.
- Responsible for providing the highest levels of customer service to all guests.
- Ensures proper return of rental sets.
- Enforces club rules and standards of behavior.
- Supervises routine maintenance and preventative maintenance of golf cart fleet.
- Supervises and participates in the daily cleaning and maintenance of outside clubhouse and grounds.
- Supervises and participates in the daily practice facility operations and supplies.
- Ensures that ice towel, water stations and sand bottle stations are properly stocked throughout the day.
- Supervises and participates in the cleaning and stocking of the golf carts.
- Supervises and participates in the cleaning of the furniture and fixtures on the golf course and clubhouse grounds.
- Ensures that necessary supplies and adequately stocked in the cart facility.
- Responsible for opening and closing of golf course, supervisor on duty.
- Performs other duties as assigned.

***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the direct supervision of all cart attendants.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required. Previous exposure to resort or private golf operations.

**Qualifications:** Strong interpersonal and organizational skills required. Ability to analyze matrix of intervals.

**Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and understand complex charts and timetables. Clear speech and ability to communicate instructions and directions essential.

**Mathematical Skills:** Ability to analyze matrix or timed intervals is foundation of this position.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and define instructions.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools, or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most aspects of this position are performed outside. Continual exposure to weather is a requirement.

The noise level in the work environment is usually moderate.