



## **JOB DESCRIPTION**

<b>Job Title:</b>	Trainee Assistant Greenkeeper	
<b>Reporting to:</b>	Head Greenkeeper	
<b>Key Contacts:</b>	Course Manager Deputy Head Greenkeeper Greenkeeping Staff	
<b>Job Level:</b>	A	
<b>Job Profile:</b>	Accountability	Attention to detail
	Communication	Guest service
	Personal Drive	Self Development
	Task Management	Teamwork

### **Purpose of Position:**

To work within the team to maintain the course to a high standard of presentation and playability; communicating course information to the relevant persons as required. This role will also be required to maintain health and safety working practices, whilst taking other members of staff and guests into consideration.

### **Tasks and responsibilities:**

- To assist in ensuring the course is properly laid out and prepared for members and guests to the Club and that a very high standard of presentation of the golf course is maintained.
- Work with Trainee Greenkeepers, Assistant Greenkeepers, Greenkeepers, Deputy Head and Head Greenkeeper.
- To assist in the turf maintenance including mowing, irrigating and control of pests and disease on the greens. To assist in the maintenance of bunkers course furniture and holes.

- In conjunction with the Head Green Keeper, gain knowledge of the plant machinery used for your specific tasks. Ensure you are only using machinery you have been properly trained on, in the correct manner and comply with Health & Safety regulations whilst in operation.
- To attend training courses which are identified as being necessary for the performance of the position
- To be fully conversant with the Estate Handbook and supporting policies, including Health & Safety legislation, personal presentation and fire and emergency procedures.
- To comply with any reasonable instruction issued by your Manager.
- Changes in the business may occasionally require alterations in this job description and these will be agreed with the post holder as appropriate.
- Comply with the data protection policy and follow the procedures and guidelines in place.
- Stay up to date and inform line managers of any concerns with potential gaps in training, knowledge and procedures.
- Undertake personal data processing according to agreed standards and procedures.
- Support The Bedford Estates in meeting data subject rights.
- Access only the data permitted to access and notifying IT if you can access other data.
- Gain approval from line managers to remove data from The Bedford Estates systems.
- Ensure retention schedules (governing the length of time documents are stored) are adhered to regardless of whether the personal data sits in email, the business filing structure or third party software.
- Report data loss immediately.

I understand and agree to the duties and responsibilities as outlined in the job description.

Employee Signature.....

Date.....