Old Saybrook Parks & Recreation 308 Main St.

MINI GOLF APPLICATI	ON	DAI	DATE	
NAME:				
ADDRESS:				
Street CELL PHONE:	Town	State	÷	
Are you 18 or over?	if no A	re you 16 or over?		
Email Address:		Shirt Size		
High School:		Graduated_	(Y/N)	
College:		Graduated_	(Y/N)	
Major:	Minor:			
PREVIOUS EXPERIENCE				
REFERENCES:				
Name		Address	Telephone	
Name		Address	Telephone	
Last Employer:				
Name		Address	Telephone	
Dates of last employment: from:		to:		
Duties: See Back of Application Mini Golf is open from Me Weekends only Sept - Oct I declare that all information	•	·		
		·		
Applicant Signature		Date		
**************************************	*********Offic	ce Use Only******* rt Size Direct	*********************	

Saybrook Point Mini Golf Staff Job Description

STAFF IS REQUIRED TO JOINTLY SHARE IN THE FOLLOWING DUTIES AND RESPONSIBILITIES

Job Specifications

- Following all Opening and Closing Procedures
- Following all money handling procedures
- Clean and maintain ponds, booth, concession area and storage building
- Organize counter (score cards, free passes, balls, etc.)
- Sign all shift tapes
- Handle all transactions with care and accuracy
- Provide all patrons with a receipt
- Provide friendly and accommodating service
- Commitment to the appearance and safety of the golf course and surrounding area
- Deliver revenues as instructed

Job Duties

- Daily safety check of fence, obstacles, wood, pencil stand, pond, moat, bridge, bricks, brushes, etc.
- Use regulations and common sense while performing supervisory duties.
- Staff are to walk the course frequently
- Think safety, be alert, use diplomacy and have a solid knowledge of the rules
- Work as scheduled and be punctual
- Notify coordinator of any needs
- Wear O.S.P.R. issued shirts and jacket only
- Check first aide kit daily
- Attend training functions offered by O.S.P.R.
- Attend periodic staff meetings
- Be aware of regulations dealing with accidents, report forms, and universal precautions
- Sweep, weed, mulch, paint, and deadhead plants when requested
- Pick up litter daily
- Empty trash containers daily and large green barrels when needed
- Clean golf balls and clubs

Notes

- Friends may not loiter during work shifts
- Extremely limited cell phone or IPod use
- No Books or reading during your shift
- There is always something to do!