



Seaford Town Council

JOB DESCRIPTION – ASSISTANT GREENKEEPER

Responsible to: Head Greenkeeper

Grade: SCP 17 – 21

1. Job Purpose

To work as part of the greenkeeping team to ensure the Golf Course is maintained to its highest standard.

2. Duties

- 2.1 To maintain the Golf Course to high standards using modern and traditional cultural techniques and machinery.
- 2.2 Assist in the maintenance of records of all works operations carried out, staff attendance records, machinery maintenance schedules, materials/chemicals stocks and usage records, incident/accident records and the Council's Policies.
- 2.3 Undertake all necessary cultural requirements for the maintenance of the course, including mowing, scarification, aeration, top-dressing, fertilising and mechanical or chemical control measures as directed.
- 2.4 Assist with efficient maintenance of equipment, machinery, carry out minor repairs and routine maintenance as appropriate – reporting defects/problems promptly. Liaison with repairers and engineers as required.
- 2.5 Ensure the Council's customer service policies are adhered to, liaise with the Golf Professional concerning the control of play, advise and assist golfers, walkers and members of the public with a courteous and helpful manner at all times.
- 2.6 To perform all tasks with the minimum of supervision, undertaking duties with due diligence and ensuring that all provisions of the Standing Orders of the Council and Conditions of Service applicable to the post are met.
- 2.7 To undertake such other appropriate duties as required by the Head Greenkeeper.
- 2.8 To exercise all due care in respect of Health and Safety at Work and carry out the requirements of the Departmental Policy, practices and procedures on Health and Safety.
- 2.9 To comply with all statutory requirements and other instructions regarding the safe storage and use of chemicals, materials, machinery and equipment.
- 2.10 To ensure safety equipment and protective clothing is used at all appropriate times and maintained to the correct standard.
- 2.11 To undertake such other appropriate duties as required by the Head Greenkeeper.
- 2.12 Where requested, to carry out suitable tasks at other open spaces and sites owned by the Council.