

GOLF SHOP OPERATIONS

Date : _____

OPENING PROCEDURES

Do the following in order

Employee 1: _____

- Unlock golf shop doors
- Set out range balls
- Turn on all lights in downstairs part of building
- Unlock front doors to clubhouse basement and front door to clubhouse (use hex key)
- Key, wipe down carts, scorecards/pencils and load golf bags for **first hour of tee times**.
- Open the register
 - o Fill out register form
- Key, wipe down carts, scorecards/pencils and load golf bags for **rest of morning/day**.
- Connect air hose to air tank for shoe cleaner
- Leaf blow or sweep leaves off area outside of golf shop and stairs by #1 tee and front circle of clubhouse

MID-DAY PROCEDURES

Employee 1 : _____

- Keep up with loading bags on carts for play
- All bags are cleaned and stored
- Check fuel & sand on carts, fill if needed
- Spot sweep golf shop and card room, dust and knock down cobwebs**
- Straighten up range
- Pick range if necessary (put sign on counter if needed to let members know you are at the range)
- Place Special Orders for Merchandise if needed
- Enter scorecards into USGA Handicap system**
- Wash locker room towels
- Charge cart fees, green fees from Tee Sheet**

Employee 2 : _____

CLOSING CHECKLIST

This needs to be done every night to make opening smooth. Opening should not be the time for the staff to clean up or scramble to get ready for the day. Preparing for the next day is critical.

- Clean carts as they come in and pull keys, **(leaf blow dashboards and golf bag area, then spray down)**
- Check fuel & sand on carts, refuel if needed
- Straighten card room & wipe down tables if needed**
- Vacuum golf shop, card room & men's and women's locker rooms
- Charge cart fees, green fees from Tee Sheet**
- Close out register**
 - o Complete Cash-Out Form
 - o Close Register through ForeUp
- Clean up outside
 - o Broom, shovel or leaf blow grass off cart wash pad area
 - o Empty Trash can if more than half full
 - o Hang hose up and **turn off**
 - o Sweep around shoe cleaner brushes
 - o Sweep off golf shop door mat
 - o Store power washer in bag room
 - o **Turn off air compressor and disconnect hose**
- Lock ALL downstairs doors – especially the golf shop and particularly the bag storage**

Employee 2: _____

SUNDAY & MONDAY NIGHTS – MOVE PRACTICE RANGE TO ARTIFICIAL MATS