



POSITION: Cook/Cashier (Part Time) at William Land

Reports To: Food & Beverage Manager and General Manager

Essential Duties and Responsibilities:

- Greet customers with a happy, friendly, energetic, "Welcome to William Land. Nice to see you again or what can we do for you today."
- Explain to guests to sit where they choose and explain to them how to place an order.
- Use a proactive approach to solve guest issues as they occur.
- Wait Staff and Cashiers are empowered to make decisions to deliver service that upholds or exceeds service standards.
- Deliver orders to guests promptly. Always remember, time to our guests is of the essence.
- Clear and clean tables guaranteeing compliance to cleanliness standards.
- Delight guests by providing quality, health code prepared, attractive and timely presentations.
- Practice cost-cutting measures as recommended by F & B Assistant Manager.
- Report to work regularly and on time
- Stock and rotate food as per F & B Assistant Managers requests.
- Handle equipment, appliances, small wares, supplies, and tools.
- Perform opening and closing procedures.
- Organize and prepare for your shift and possibly the next shift.
- Prepare and cook food items as foot traffic dictates.
- Process and manage food tickets.
- Always track food for quality and health code standards.

Qualifications: Education – High School Diploma recommended but not required

Compensation: \$14/hourly plus tips

Interested applicants should forward resume to:

Rickie Basina, Human Resources Manager

rbasina@hagginoaks.com (916) 808-0954

POSITION: Dishwasher (Part Time) at Haggin Oaks

Reports To: Food and Beverage Management

Essential Duties and Responsibilities:

- Load, run and unload dish washing machine.
- Keep the dish machine clean and report any functional or mechanical problems immediately.
- Monitor dish machine water temperature to ensure sanitary wash cycles.
- Wash and store all tableware and kitchenware as per procedures.
- Keep dish room clean and organized.
- Maintain adequate levels of clean tableware for dining room and kitchen.
- Bag and haul dish room trash to dumpster at designed times.
- Sweep, clean and mop floors and mats.
- Must be able to lift, push or pull up to 50 pounds

Qualifications: Education – High School Diploma recommended but not required

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POSITION: Line Cook/Prep Cook (Part Time) at Bartley Cavanaugh

Reports To: Food & Beverage Manager, General Manager

Essential Duties and Responsibilities:

- Stock and rotate food as per F & B Managers requests.
- Handle equipment, appliances, small wares, supplies, and tools.
- Perform opening and closing procedures.
- Organize and prepare for your shift and possibly the next shift.
- Perform operating procedures as per management's expectations, policies and procedures.
- Prepare and cook food items as foot traffic dictates.
- Perform additional tasks and duties that are requested by Managers.
- Process and manage food tickets.
- Always track food for quality and health code standards.
- Handle special circumstances as they arise.
- Notify servers and wait staff of completed orders.
- Assist in the training of new cooks and prep cooks.

Qualifications:

- Education – High School Diploma and/or a Culinary degree is recommended but a strong background in cooking is required
- Specialized knowledge
 1. Proven cooking background

Interested applicants should forward resume to:

Rickie Basina, Human Resources Manager

rbasina@hagginoaks.com (916) 808-0954

POSITION: Seasonal Groundskeeper at Haggin Oaks

Reports To: Superintendent

Essential Duties and Responsibilities:

2. 1. Seasonal groundskeepers perform jobs that are seasonally related such as watering and jobs that are needed during the dry months and longer days of late spring, summer and early fall. Although these jobs may be routine manual labor, they are not any less meaningful to the consistency and quality of the facilities.
3. 2. May be required to operate mowers and string trimmers in trimming greens, aprons, tees, around trees, fence lines, banks and hillsides; edges cart paths; edges rakes and maintains sand bunkers.
4. 3. May be asked to clean ball washers, replace tee towels and flags when needed; remove debris, sands and seed; repair tee and drop area divots and clean flower beds.
5. 4. Maintains fuel and fluid levels for all types of equipment on a daily basis; reports equipment problems or failure to the equipment mechanic immediately
6. 5. Returns all equipment to the designated location at the maintenance facility; and cleans the maintenance areas
7. 6. Waters and fertilizes tees, greens and fairways, and under direct supervision of a certified applicator, sprays chemicals on landscaped areas
8. 7. Helps in project work; assists in the construction of new greens, tees and fairways; grades and prepares soil base; lays sod; and seeds tees, greens and fairways
9. 8. Installs forms and lays walks and paths using gravel and asphalt mixes; excavates and backfills ditches and trenches with hand tools; repairs and replaces pipe on irrigation systems
10. 9. May be asked to operate mowers, dump trucks or other light equipment
11. 10. Performs other duties as directed by his or her supervisor

Qualifications:

- Education – High School Graduate recommended but not required
- Specialized knowledge and Physical Traits
 - The ability to operate trucks and light motorized equipment

- Must have the physical strength to lift 50+ pounds, the stamina and agility to perform the job.
- Ability to follow oral and written directions
- Must possess a valid California Driver's license

Compensation: \$14.00/hour

Interested applicants should forward resume to:

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POSITION: Special Events Sales at Haggin Oaks & Bartley Cavanaugh

Reports To: Special Events Director and F&B Managers

Essential Duties and Responsibilities:

- Catering sales specialist is responsible for securing new business and maintaining repeat customers for a facility or catering service provider. This is typically done through sales calls, networking, advertising and social media. Catering sales specialist may also negotiate prices and help clients select their menu. They also draw up and ensure contracts are signed and make sure that any special requests are fulfilled.
- Remain current of national trends in the industry and local market changes to best serve the facility. Establish and maintain relationships with industry influencers and key community and strategic partners for maximum facility usage exposure. Represent the facility at trade shows and community events when required.
- Assists and advises Special Event Sales Director and Marketing (CRM), as necessary, to ensure the successful achievement of the organization's short and long term goals and objectives.
- Assists and advises Special Event Sales Director, as necessary, to initiate and prepare F&B Catering budget.
- Assist in compiling on-going sales activity reports for management team.
- Attends weekly event planning meetings.
- Provides Food & Beverage Manager with accurate event billing information for proper invoicing of clients.
- Verifies space reservations by letter, draws up contracts, and obtains signatures and insurance certifications.
- Conducts site tours/visits with potential clients.
- Collects and compiles competitive data regarding services, rentals and catering.
- Serve as event coordinator, when necessary, during function to minimize confusion and resolve challenges.
- Consults newspapers, trade journals, websites, social media sites and other publications to learn about contemplated convention social and meeting activity.
- Schedule and track event requirements within assigned target markets.
- Maintain ongoing relationships and communications with clients and outside contract services for a positive image.
- Gather accurate event information and ensure that event setups are accurate for events and that information is efficiently communicated to staff.
- Manage event contracts including the timely issuance of contracts, estimates, event profiles, and post events summaries.
- Advise event lessees concerning technical and audio/visual requirements.
- Keep the Special Event Sales Director informed on all event negotiations in an efficient and timely manner.
- Communicate and advance all event information to appropriate staff and managers.
- Participate in development of annual budgets; monitor and manage on-going event services expenses within budget.
- Continuously research similar area facilities for competitively pricing, level of service, etc.

Qualifications:

- Education and/or Experience:
 - College degree (BA); or three years of sales and/or operations experience in a similar type facility; or equivalent combination of education and experience.
- Degree in marketing, management or business related field preferred.

Compensation: Depending on experience – Hourly role plus commission

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POSITION: Groundskeeper (Graveyard Shift) at Bing Maloney

Reports To: Superintendent

Essential Duties and Responsibilities:

12. 1. Seasonal groundskeepers perform jobs that are seasonally related such as watering and jobs that are needed during the dry months and longer days of late spring, summer and early fall. Although these jobs may be routine manual labor, they are not any less meaningful to the consistency and quality of the facilities.
13. 2. May be required to operate mowers and string trimmers in trimming greens, aprons, tees, around trees, fence lines, banks and hillsides; edges cart paths; edges rakes and maintains sand bunkers.
14. 3. May be asked to clean ball washers, replace tee towels and flags when needed; remove debris, sands and seed; repair tee and drop area divots and clean flower beds.
15. 4. Maintains fuel and fluid levels for all types of equipment on a daily basis; reports equipment problems or failure to the equipment mechanic immediately
16. 5. Returns all equipment to the designated location at the maintenance facility; and cleans the maintenance areas
17. 6. Waters and fertilizes tees, greens and fairways, and under direct supervision of a certified applicator, sprays chemicals on landscaped areas
18. 7. Helps in project work; assists in the construction of new greens, tees and fairways; grades and prepares soil base; lays sod; and seeds tees, greens and fairways
19. 8. Installs forms and lays walks and paths using gravel and asphalt mixes; excavates and backfills ditches and trenches with hand tools; repairs and replaces pipe on irrigation systems
20. 9. May be asked to operate mowers, dump trucks or other light equipment
21. 10. Performs other duties as directed by his or her supervisor

Qualifications:

- Education – High School Graduate recommended but not required
- Specialized knowledge and Physical Traits
 - The ability to operate trucks and light motorized equipment
 - Must have the physical strength to lift 50+ pounds, the stamina and agility to perform the job.
 - Ability to follow oral and written directions
 - Must possess a valid California Driver’s license

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POSITION:

Golf Course Assistant Superintendent at William Land Golf Course

Golf Course Assistant Superintendent at Bartley Cavanaugh Golf Course

Reports To: Superintendent

Benefits:

Pay rate commensurate with skill/experience
 Eligible for medical, dental & vision
 401K Employee Discounts

Essential Duties and Responsibilities:

The Maintenance Lead Assistant is directly under the Superintendent's supervision, directing and participating in the maintenance of the golf course tees, greens, fairways, cart paths; supervises the maintenance and repair of motorized and other mechanical equipment; and does related work as required. The maintenance lead assistant carries out the duties, responsibilities and management of staff as per the Maintenance Superintendent policies, procedures and instructions and may be required to assume the responsibilities of the Golf Course Superintendent when the Superintendent is not on or at the facility.

1. Assists in planning and supervising the maintenance of greens, tees and fairways; schedules work; and supervises the employees and the use of the equipment.
2. Assists equipment operators on the operation and care of mowing and other equipment; supervises pesticide applications and/or operates and calibrates pesticide application equipment; and supervises and participates in the operation and maintenance of pumps, and in the maintenance of the irrigation and drainage systems.
3. Assists in personnel management and evaluation, employee safety and personnel discipline.
4. May be required to carry a current state certification or licensing as a pesticide applicator.
5. Upon the request of the Superintendent, the lead golf course assistant will help develop and implement the annual and long range budgets
6. May be requested by the Superintendent to daily and weekly manage and operate the facilities expenses within the budget
7. Must effectively communicate with employees, customers, guests and management team and be willing to attend team meetings, club functions and provide articles for promotional purposes for the good of the superintendent and facilities

Qualifications:

- Education – Bachelor's Horticultural Degree recommended but High School Graduate acceptable
- Specialized knowledge
 1. Working knowledge of the maintenance of golf course tees, fairways, greens; the seeding and maintenance practices for golf course turf; the planting cultivating, pruning, and caring for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods, and irrigation system, including wells, pumps and automatic controls
 2. Qualified Applicator Certificate
 3. Valid California Driver's License

Compensation: Depending on experience

Interested applicants should forward resume to:

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rbasina@hagginoaks.com (916) 808-0954