

Leongatha Golf Club - Business Administration Traineeship

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: April 2025

Position: Business Administration Trainee

Host Employer: Leongatha Golf Club

Supervisor: Kate Rowe

Host Employer Address: 855 Koowarra-Inverloch Road LEONGATHA SOUTH 3953

Westvic Staffing Solutions Apprentice & Trainee Consultant: Katherine Cousins

Duties of Position:

Business Administration Trainees will learn to undertake a range of functions to contribute to the efficient operation and management of business activities within an organisation.

A Leongatha Golf Club Business Administration Trainee may perform any or all of the following tasks:

- Provide exceptional customer service to members, guests and visitors
- Prepare sandwiches and light snack foods
- Provide bar and barista services
- Stock fridges
- General cleaning tasks to maintain clubhouse facilities
- Assist with Pro- Shop products, sales questions and enquiries
- Record Pro-Shop sales
- Answer and respond to telephone enquiries
- Action member and guest bookings
- Collect golf range balls and fill buckets
- Perform start and end of day Pro-Shop and Clubhouse duties
- Prepare golf carts at the start of the day, cleaning and putting away at the end of the day
- General administrative support to Golf Club management including printing, filing and photocopying
- Scan documentation and upload to digital project and client files
- Use Microsoft Office programs and retail management systems for data entry
- Assist with preparation of annual membership renewals
- Weekly counting of cash on site and preparation for banking
- Prepare and collate new member packs
- Assist with preparation of monthly newsletters, club results, promotions, meeting minutes & reports

Personal Requirements:

- Excellent communication skills
- Ability to complete Certificate III in Business
- Aptitude for figures
- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Aptitude for working with Microsoft Office

Qualifications and Licenses to be completed:

Responsible Serving of Alcohol (RSA) & Safe Food Handling certificates

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay

Additional Information

- **Hours Per Week:** 20
- **Days per Week:** Monday-Sunday (4-days per week, 5-hour shifts, some weekends)
- **Award / Agreement:** National Training Wage/ Registered and Licensed Clubs Award
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** TBC

Copy to : ☐ Employee☐ Host Employer☐ Main File**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____