



**SPECIFICATION OF DUTIES**

**APPRENTICESHIP - CERTIFICATE 111 – PARKS and GARDENS**

**AWARD:** National Training Wage Award

**LEVEL:** Trainee

**RESPONSIBLE TO:** Course Superintendent or  
his nominated representative.

**HOURS:** Monday – Friday (38 hours per week)  
with some Saturday morning work when rostered.

**Key area of Responsibility for All Employee's of the Coomealla Memorial Sporting Club Limited:**

- Work under the Conditions of Employment of the Coomealla Memorial Sporting Club Limited.
- Ensure that ALL customers are provided a high level of customer service at all times.
- Work in accordance with Occupational Health and Safety Policies / Procedures
- Ensure that the privacy of customers is protected.
- Promote a happy and enjoyable work environment at all times
- Support and promote the Coomealla Memorial Sporting Club Limited.
- Be willing to take an additional shift/overtime when required.
- To have an acceptable attendance level.
- To adhere to all Coomealla Memorial Sporting Club policies and procedures.

***SPECIFIC DUTIES:***

1. Assist with preparation and maintenance of Golf Course / Bowling Greens / Accommodation Resort as directed.
2. Operate specialized turf machinery as directed and in accordance with manufacturer's guidelines.
3. Perform all duties in accordance with Occupational Health & Safety guidelines.
4. Clean and maintain machinery as directed.
5. Assist with the application of chemicals and fertilizers as directed and in accordance with manufacturer's guidelines.
6. Any on the job training relevant to performing your duties / apprenticeship program.
7. Any other duty of reasonable nature as requested by management.

Signed: .....

Apprentice

Signed: .....

C. A. Muir  
General Manager  
Coomealla Memorial Sporting Club

Dated: .....

Dated: .....