Job board, directional chart improve crew's efficiency

By TERRY BUCHEN

LAS VEGAS — The job assignment board is crucial to "get the word out" to all employees about what specific duties they will be embarking on in their daily rounds. What better way to communicate to each employee what is expected of him or her and how important it is to the overall efficiency of the golf course management operation?

We mounted our job assignment board in our employee breakroom/lounge. It has a white dry-erase surface, with individual names for all employees, that slide in and out, and which are engraved and made by a local sign company," explained Kim Byron Wood, superintendent at TPC at The Canyons here.

There is ample space next to each employee's name to list their first and second job assignments. The Canyons' first assistant superintendent makes out the job assignment listing by 10 a.m. each day, then hands it to the equipment manager so he knows which equipment will be used the following day. He than posts the following day's job assignments on the board just before he leaves so it is ready the next morning.

He usually does not post the second assignments until later that same day because priorities often change throughout the early-morning hours. The second assignments are usually posted just before the staff begins to come in off of the course from its early assignments.

"We can also be even more specific in writing down our second assignments if we wait until they are about to return to the turf care center," Wood said.

"We have ample room on the board to be quite specific with each job assignment," he added. "The more information we put down in writing, for all of our employees, makes the communication process that much better and more efficient."

Each morning the first assistant goes over every job assignment with all of our employees as a group, with the listing for each employee on the board also in plain sight. "A good example," Wood said, "is where we list the exact bunker raking sequence that we want to follow, on the board, which is easily understood by our employees."

Except for obvious shotgun starts, our golfers begin play on the 1st tee only where we have an hour and one half lead time to prepare the course for them, usually 45 minutes before play begins when we encounter a frosty morning situation. A mowing-pattern clock is used every day and each individual day's mowing pattern is listed on the job assignment board for further clarification, Wood said.

Instructions for the cleanup lap procedure are listed on the board as well. "Our routine for cleanup laps is at least every other day during the summer and twice weekly during the winter," he said.

"We never assume that an employee knows what to do, so we always write it down on the board for easy, definitive clarification." Collier Miller, PGA Tour Properties' Southwestern regional director, and Cal Roth, director of golf course maintenance operations for its entire Tournament Player Clubs operations, "have standardized many of our successful operations that are proven winners in our industry," Wood said.

See What's New At Fore-Par.

With new designs, improved products, and lower prices, there has never been a better time to see what's new at Fore-Par.

Universally recommended by golf course superintendents, Fore-Par combines modern materials with old-fashioned craftsmanship to create truly unique golf course accessories.

Choose from a full line of regular and personalized tee markers and practice green markers, our virtually indestructible Elasto Signs® and of course, the original Tubular Swivel Flag.

Ask us about our Express Flags program; the highest quality screen printing in the industry with an unmatched speed of service.

For more information on the complete line of Fore-Par accessories, call 800 843-0809 today. Now is the time to see what's new at Fore-Par.