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SPHM
HOSPITALITY

TENNIS



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Series 800

Tennis



Job Descriptions

JD-801

- A. Position. Director of Tennis
- B. Essential Function. Organizes and directs all club tennis activities, events, exhibitions, tournaments, and lessons.
- C. Duties and Responsibilities
1. Plans and directs instructional programs.
 2. Gives lessons and clinics on the techniques and strategies of tennis to members.
 3. Organizes, administers, and officiates tournaments, exhibitions, and inter-club and intra-club social events.
 4. Administers and enforces club tennis policies and procedures regarding play on club courts.
 5. Strings rackets and performs other light equipment repairs.
 6. Coordinates maintenance, repair, and cleaning of courts with grounds and maintenance departments.
 7. Writes and edits all tennis-related news for the club newsletter (includes photos when possible).
 8. Supervises Assistant Tennis Professional and other tennis staff.
 9. Manages tennis shop.
 10. Establishes and implements an accurate inventory control system and reports results accordingly.
 11. Provides all charge tickets generated in the tennis shop to the accounting department.
 12. Budgets for the tennis profit center.
 13. Ensures that all club members and guests receive courteous, prompt, and professional attention to all their tennis needs.
 14. Markets tennis facilities to members and guests.
- D. Reports To. General Manager
- E. Supervises. Assistant Tennis Professional, Tennis Shop Attendant.
- F. This position is exempt from overtime.



Job Descriptions

JD-802

- A. Position. Tennis Assistant
- B. Essential Function. Assists Director of Tennis in management of all facilities and activities related to tennis. Helps with daily maintenance of courts and areas adjacent to courts as necessary.
- C. Duties and Responsibilities
1. Provides group and individual tennis lessons as assigned by Director of Tennis.
 2. Assists with special tennis events.
 3. Records court reservations and lesson appointments.
 4. Assists Director of Tennis as requested.
 5. Manages tennis shop in Director of Tennis's absence.
 6. Records court reservations and assists in finding cooperative partners for players.
 7. Promotes and sells tennis shop merchandise.
 8. Promotes programs and activities by telephoning members and sending mailers when instructed by Director of Tennis.
 9. Keeps desk personnel informed as to court conditions.
 10. Promotes and publicizes all tennis programs to the fullest extent in order to fill all activities.
 11. Oversees the junior programs and activities.
 12. Organizes and schedules junior lessons, clinics, camps, ladders, and tournaments.
 13. Participates in all Club tennis functions: tournaments, exhibitions, parties, meetings, etc.
 14. Knows Pro Shop operation and is able to assist in the sale of soft and hard goods during assigned hours.
 15. Properly records all lessons in the point of sale system.
 16. Constantly checks details of the operation.
- D. Reports To. Director of Tennis



Job Descriptions

- E. Supervises. Tennis Shop Attendant
- F. This position is subject to overtime.



Job Descriptions

JD-803

- A. Position. Shop Attendant
- B. Essential Function. Sells tennis merchandise and maintains the tennis pro shop.
- C. Duties and Responsibilities
 - 1. Supplies towels, cups, and ice to members and guests.
 - 2. Records all charge tickets.
 - 3. Changes displays when instructed.
 - 4. Restocks merchandise as necessary.
 - 5. Keeps tennis shop clean.
 - 6. Answers the phone promptly and according to procedure.
 - 7. Opens and closes the shop.
 - 8. Records any messages for the Director of Tennis or Tennis Assistant.
 - 9. Assists Director of Tennis and Tennis Assistant as requested.
 - 10. Keeps track of all merchandise inventory. Conducts monthly inventories.
- D. Reports To. Director of Tennis
- E. Supervises. No supervisory duties included in this position.
- F. This position is subject to overtime.



Job Descriptions

JD-804

- A. Position. Maintenance Attendant
- B. Essential Function. Maintains courts and areas adjacent to courts on a daily basis.
- C. Duties and Responsibilities
 - 1. Waters, rolls, and drags surface lines of clay courts.
 - 2. Blows debris from clay courts.
 - 3. Empties trash on each court and clean courts as necessary.
 - 4. Keeps storage areas neat and tidy.
 - 5. Builds up low spots, shaves high spots, dusts, plug feathers materials on clay courts.
 - 6. Applies calcium chloride to clay courts.
 - 7. Maintains court coolers, ice chests, and tennis shoe cleaners.
 - 8. Blows and cleans terrace areas and sidewalks, places chairs neatly, and empties ashtrays.
 - 9. Trims grass at court edges and prevents weed growth at court edges.
 - 10. Cleans court drainage gutters, drains, and catch basins; installs take downs, and repairs court wind screens as necessary.
 - 11. Keeps shop attendant and professional staff of court conditions.
 - 12. Delivers machines to repair shops for overhauls and picks up when ready.
- D. Reports To. Director of Tennis
- E. Supervises. No supervisory duties included in this position.
- F. This position is subject to overtime.