Excel Spreadsheet that I use to with the Budget to schedule weekly hours. This is for my eyes and the Head Golf Professional Eyes Only

				Updated:			Staff Schedule		14	6 July 2018						
Golf Shop	Mon		Tues	opuateu.	Wed		Thurs			Fri		Sat		Sun		
Frebruary	IVION	Jan - 29	lues	Jan - 30		Jan - 31			1	FII						4
Frank Bubba	7:00			Jan - 30		Jan - 31	7:00		16:30	7:00	17:00	7:00	14:00		-	Play w/ Pro
	7:00	10:30	10:00	18:00	7:00	13:00			18:00	7:00	18:00	7:00	18:00	6:00	16:00	
Aaron Karr	44.00	40.00	10:00	18:00			10:00									_
Matt Episcopo	11:00	18:00			11:00	18:00	8:00		14:00	10:00	18:00	7:00	16:00	6:00	16:00	_
Alex Michielini	9:00	16:00			10:00	17:00	7:00		14:00	10:00	18:00	11:00	18:00	6:00	16:00	
Luke Heller			7:00	10:30	9:00	17:00	12:00		18:00	7:00	18:00	7:00	18:00	6:00	16:00	_
Brandon Jeffries	7:00	13:00	9:00	15:00			11:00		18:00	7:00	16:00	10:00	18:00	10:00	18:00)
Shirt	Blue/G	reen PM	F&G Blue / pink		PM Green/White Stripe		Peter Millar Pink			Green FJ Stripe		Pink/ Blue FI		Navy		
Events	vents ents		9 Hole Cock	tail Party	Men's Holer	5	Ladies Classic	/Sarazen Pra	ctice	Sarazen Cup		Sarazen Cup)	Sarazen Cup		
		Jan - 29		Jan - 30		Jan - 31			1		2		3		4	4
Andrew Zimmerman			7:00	18:00			7:00		17:00	10:00	18:00	7:00	18:00	11:00	15:00	0
Jay Gargiulo					7:00	18:00										
Wes Kirk																
Andrew Reueve			7:00	17:00	7:00	18:00				7:00	15:00			6:00	18:00	o
John Pettay	7:00	12:00	7:00	18:00	7:00	18:00	7:00		14:00							
Eric Feick																
Mack Murray	7:00	17:00								7:00	18:00	7:00	18:00	6:00	15:00	0
Dan Kovach	7:00	17:00					7:00		18:00			10:00	18:00	6:00	18:00	_
Blake Miller	7.00	2.100					11:00		18:00	7:00	18:00	7:00	18:00	6:00	18:00	_
Didic Willel							11.00		10.00	7.00	10.00	7.00	10.00	0.00	10.00	
HRS		HRS		HRS		HRS		H	IRS		HRS		HR	S		HRS
	2.22		44.00			_		40.00					44.00			

								1	
Outside	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	Total \$
Andrew Zimmerman	0.00	11.00	0.00	10.00	8.00	11.00	4.00	44.00	\$\$\$\$\$\$
Jay Gargulio	0.00	0.00	11.00	0.00	0.00	0.00	0.00	11.00	\$\$\$\$\$\$
Wes Kirk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$\$\$\$\$\$
Andrew Reueve	0.00	10.00	11.00	0.00	8.00	0.00	12.00	41.00	\$\$\$\$\$\$
John Pettay	5.00	11.00	11.00	7.00	0.00	0.00	0.00	34.00	\$\$\$\$\$\$
Eric Feick	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$\$\$\$\$\$
Dan Kovach	10.00	0.00	0.00	11.00	0.00	8.00	12.00	41.00	\$\$\$\$\$\$
Blake Miller	0.00	0.00	0.00	7.00	11.00	11.00	12.00	41.00	\$\$\$\$\$\$
Mack Murray	10.00	0.00	0.00	0.00	11.00	11.00	9.00	41.00	\$\$\$\$\$\$
Golf Shop								0.00	\$\$\$\$\$\$
Brandon Jeffries	6.00	6.00	0.00	7.00	9.00	8.00	8.00	44.00	\$\$\$\$\$\$
Alex Michielini	7.00	0.00	7.00	7.00	8.00	7.00	10.00	46.00	\$\$\$\$\$\$
Aaron Karr	0.00	8.00	6.00	8.00	11.00	11.00	10.00	54.00	\$\$\$\$\$\$
Frank Bubba	9.50	0.00	0.00	9.50 10.00		7.00	0.00	36.00	\$\$\$\$\$\$
Matt Episcopo	7.00	0.00	7.00	6.00	8.00	9.00	10.00	47.00	\$\$\$\$\$\$
Luke Heller	0.00	3.50	8.00	6.00	11.00	11.00	10.00	49.50	\$\$\$\$\$\$
							Total	529.50	\$\$\$\$\$\$

The below schedule is what my employees are able to see so they know when they are scheduled to work. This is linked from the above schedule

Golf Staff				Febr	uary N	Votes	7:30AM-6:00PM		Starters Notes:		Monday: 1st Tee Closes at 10:45AM - 10th T				Tee Closes at 1:00PM. Tues-Sunday 7:	30-6PM
Date	Aaron Karr		Luke Heller		Brandon Jeffries		Matt Episcopo		Alex Michielini		Frank Bubba		Jon Buddenhagen (€,		Events	Uniform
Mon, Jan 29,					7:00 AM	1:00 PM	11:00 AM	6:00 PM	9:00 AM	4:00 PM	7:00 AM	4:30 PM				Blue/Green PM
Tue, Jan 30,	10:00 AM	6:00 PM	7:00 AM	10:30 AM	9:00 AM	3:00 PM										F&G Blue/Pink
Wed, Jan 31,	7:00 AM	1:00 PM	9:00 AM	5:00 PM			11:00 AM	6:00 PM	10:00 AM	5:00 PM					Men's Holers (Luke)	PM Green/White
Thu, Feb 1,	10:00 AM	6:00 PM	12:00 PM	6:00 PM	11:00 AM	6:00 PM	8:00 AM	2:00 PM	7:00 AM	2:00 PM	7:00 AM	4:30 PM			Ladies Classic (Alex) Sarazen Practice (Aaron)	Peter Millar Pink
Fri, Feb 2,	7:00 AM	6:00 PM	7:00 AM	6:00 PM	7:00 AM	4:00 PM	10:00 AM	6:00 PM	10:00 AM	6:00 PM	7:00 AM	5:00 PM			Sarazen Cup (Aaron)	Green FJ Stripe
Sat, Feb 3,	7:00 AM	6:00 PM	7:00 AM	6:00 PM	10:00 AM	6:00 PM	7:00 AM	4:00 PM	11:00 AM	6:00 PM	7:00 AM	2:00 PM			Sarazen Cup (Aaron)	Pink/Blue FJ
Sun, Feb 4,	6:00 AM	4:00 PM	6:00 AM	4:00 PM	10:00 AM	6:00 PM	6:00 AM	4:00 PM	6:00 AM	4:00 PM					Sarazen Cup (Aaron)	Navy FJ
Mon, Feb 5,					10:00 AM	6:00 PM	9:00 AM	5:00 PM	7:00 AM	3:00 PM	7:00 AM	4:30 PM				Blue/Green PM
Tue, Feb 6,	10:00 AM	6:00 PM	7:00 AM	2:00 PM			8:00 AM	4:00 PM	9:00 AM	5:00 PM						F&G Blue/Pink
Wed, Feb 7,	7:00 AM	3:00 PM	9:00 AM	6:00 PM	7:00 AM	3:00 PM			10:00 AM	6:00 PM					Men's Holers (Luke)	PM Green/White
Thu, Feb 8,	8:00 AM	4:00 PM	10:00 AM	6:00 PM					7:00 AM	3:00 PM	7:00 AM	4:30 PM			Ladies Classic (Alex)	Peter Millar Pink
Fri, Feb 9,	8:00 AM	4:00 PM	9:00 AM	5:00 PM	10:00 AM	6:00 PM	7:00 AM	3:00 PM			7:00 AM	5:00 PM				Green FJ Stripe
Sat, Feb 10,	10:00 AM	6:00 PM			8:00 AM	4:00 PM	7:00 AM	3:00 PM			7:00 AM	2:00 PM			Men's Toss Up (Brandon)	Pink/Blue FJ
Sun, Feb 11,			7:00 AM	3:00 PM	10:00 AM	6:00 PM	10:00 AM	6:00 PM	10:00 AM	6:00 PM					Sadie Hawkins Golf & Dinner(Brandon)	Navy FJ
Mon, Feb 12,	9:00 AM	5:00 PM	7:00 AM	3:00 PM			10:00 AM	6:00 PM			7:00 AM	4:30 PM				Blue/Green PM
Tue, Feb 13,	8:00 AM	4:00 PM	7:00 AM	3:00 PM	9:00 AM	5:00 PM			10:00 AM	6:00 PM						F&G Blue/Pink
Wed, Feb 14,	7:00 AM	3:00 PM	10:00 AM	6:00 PM			7:00 AM	3:00 PM	10:00 AM	6:00 PM					Men's Holers (Luke)	PM Green/White
Thu, Feb 15,	7:00 AM	3:00 PM			10:00 AM	6:00 PM	7:00 AM	3:00 PM	7:00 AM	3:00 PM	7:00 AM	4:30 PM			Ladies' Member Guest (Alex)	Peter Millar Pink
Fri, Feb 16,			8:00 AM	4:00 PM	10:00 AM	6:00 PM	7:00 AM	3:00 PM	9:00 AM	5:00 PM	7:00 AM	5:00 PM				Green FJ Stripe
Sat, Feb 17,	7:00 AM	1:00 PM			7:00 AM	3:00 PM	10:00 AM	6:00 PM			7:00 AM	2:00 PM			Men's Toss Up (Brandon)	Pink/Blue FJ
Sun, Feb 18,			10:00 AM	6:00 PM	7:00 AM	3:00 PM			8:00 AM	4:00 PM						Navy FJ
Mon, Feb 19,					7:00 AM	3:00 PM	9:00 AM	5:00 PM	9:00 AM	6:00 PM	7:00 AM	4:30 PM				Blue/Green PM
Tue, Feb 20,	8:00 AM	5:00 PM			7:00 AM	4:00 PM	10:00 AM	6:00 PM								F&G Blue/Pink
Wed, Feb 21,	10:00 AM	6:00 PM	7:00 AM	3:00 PM	10:00 AM	6:00 PM	7:00 AM	3:00 PM							Men's Club Champ (Luke)	PM Green/White
Thu, Feb 22,	7:00 AM	3:00 PM	10:00 AM	6:00 PM	8:00 AM	4:00 PM			7:00 AM	3:00 PM	7:00 AM	4:30 PM			Ladies Day (Alex) Men's Club Champ (Luke)	Peter Millar Pink
Fri, Feb 23,	10:00 AM	6:00 PM	8:00 AM	4:00 PM			9:00 AM	5:00 PM	7:00 AM	4:00 PM	7:00 AM	5:00 PM			Ladies(Alex) Men(Luke) Club Champ	Green FJ Stripe
Sat, Feb 24,	8:00 AM	4:00 PM	7:00 AM	3:00 PM			10:00 AM	6:00 PM	7:00 AM	3:00 PM	7:00 AM	2:00 PM			Ladies(Alex) Men(Luke) Club Champ	Pink/Blue FJ

The below is the Daily Schedule I create. This allows each staff member to be in the right area at the right time. We use Google Drive, so each member is allowed to glance quickly at his/her phone and know where they need to be to provide exceptional customer service. I am always ahead with this schedule. I will send out the hour schedule 2-3 weeks in advance and the daily schedule will be set more than 2 days ahead of time.

	Friday, February 2		Notes/Events	Sarazen Cup (Aaron)											
Date	Aaron Karr Luke Heller		Brandon Jeffries	Matt Episcopo	Alex Michielini	Frank Bubba	Jon Buddenhagen	Mack Murray	Dan Kovach	Andrew Reueve	Blake Miller	Andrew Zimmerman			
	7:00 AM 6:00 PM	7:00 AM 6:00 PM	7:00 AM 4:00 PM	10:00 AM 6:00 PM	10:00 AM 6:00 PM	7:00 AM 5:00 PM		7:00 AM 6:00 PM		7:00 AM 3:00 PM	7:00 AM 6:00 PM	10:00 AM 6:00 PM			
6:00 a											Outside Lead				
6:30 a			NO LESSO	NS UNLESS AN E	MERGENCY										
7:00 a	Assist Where	Assist Where Needed	Set up Registration	Check Hole Locations		Golf Shop		Range Set Up		Range Set Up	Bag Room Set Up				
7:30 a	Needed	Set up Speaker &	Table								Water Bottles				
8:00 a		First Tee	Hand out Booklet				Starter								
8:30 a															
9:00 a	Ranger							Driving Range							
9:30 a															
10:00 a				Golf Shop	Set up										
10:30 a					Scoreboard and										
11:00 a		Ranger			Favors Table					Driving Range					
11:30 a				Ranger											
12:00 p	Scoreboard		Charge Event		Scoreboard										
12:30 p 1:00 p	Unad and Farmer		D	Objection	Need and Eastern			Meter Dettie Detti			Di in Bross				
1:30 p	Hand out Favors	Scoreboard	Ranger	Starter 1st Tee Only	Hand out Favors			Water Bottle Refill	Member Golf		Driving Range				
2:00 p	Ranger	Hand out Favors		ist lee Only					w/ Mr. Quinn						
2:30 p	Naligei	Flatiu out Favois							W WI. QUITIT						
3:00 p															
3:30 p					Golf Shop										
4:00 p	Day 2 Prep	Day 2 Prep		Golf Shop								Driving Range			
4:30 p															
5:00 p															
5:30 p															
6:00 p															
6:30 p															
7:00 p															
7:30 p															