

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

The Staff Schedule														
			Updated:				16 July 2018							
Golf Shop	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
February	Jan - 29		Jan - 30		Jan - 31		1		2		3		4	
Frank Bubba	7:00	16:30					7:00	16:30	7:00	17:00	7:00	14:00		Play w/ Pro
Aaron Karr			10:00	18:00	7:00	13:00	10:00	18:00	7:00	18:00	7:00	18:00	6:00	16:00
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/Green PM		F&G Blue / pink		PM Green/White Stripe		Peter Millar Pink		Green FJ Stripe		Pink/ Blue FJ		Navy	
Events			9 Hole Cocktail Party		Men's Holers		Ladies Classic/Sarazen Practice		Sarazen Cup		Sarazen Cup		Sarazen Cup	
	Jan - 29		Jan - 30		Jan - 31		1		2		3		4	
Andrew Zimmerman			7:00	18:00			7:00	17:00	10:00	18:00	7:00	18:00	11:00	15:00
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
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
Dan Kovach	7:00	17:00					7:00	18:00			10:00	18:00	6:00	18:00
Blake Miller							11:00	18:00	7:00	18:00	7:00	18:00	6:00	18:00

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	February Notes 7:30AM-6:00PM								Starters Notes: Monday: 1st Tee Closes at 10:45AM - 10th Tee Closes at 1:00PM. Tues-Sunday 7:30-6PM							
Date	Aaron Karr (5, 10, 15, 20, 25, 30)		Luke Heller (2, 7, 12, 17, 22, 27)		Brandon Jeffries (7, 12, 17, 22, 27)		Matt Episcopo (1, 6, 11, 16, 21, 26)		Alex Michielini (5, 10, 15, 20, 25, 30)		Frank Bubba		Jon Buddenhagen (6, 11, 16, 21, 26)		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.

[illegible]