



Outside Operations Golf Staff

FLSA Status: Non-Exempt
Department: Golf Shop
Reports: Director of Golf and then Assistant Professionals

General Purpose:

To execute the listed duties in an efficient, courtesy, and professional manner.

Essential Duties:

- ◆ To set-up range tee properly/neatly each day and to pick the range throughout the day
- ◆ To stage golf carts on the line w/ them properly stocked with scorecards, pencils, hand towels, tees, full sand bottles and info cards
- ◆ To load and distribute clubs that are stored in bag storage
- ◆ To distribute push carts that are in storage
- ◆ To clean all players clubs at the completion of their round
- ◆ To keep the cart barn, podium area, cart staging area and putting green clean and clear of debris
- ◆ To clean out, wash and put on charge golf carts that were used that day
- ◆ To assist the Golf Professionals with re-gripping needs
- ◆ To stock the scorecard boxes at #2 tees of each course
- ◆ To address all Members by name and give them a warm welcome and a fond farewell
- ◆ To keep the clubhouse sand bottle station full and in orderly fashion
- ◆ To keep all the water/comfort stations full of supplies and in orderly fashion
- ◆ To assist the Golf Professionals with on course deliveries and monitoring of pace of play
- ◆ To help keep the entire golf grounds and clubhouse area looking neat and clean of debris
- ◆ To discard of trash in the surrounding trashcans/to discard cardboard in the proper recycling
- ◆ To report any damages in a timely manner so repairs can be made
- ◆ To help monitor inventory levels of Operational supplies
- ◆ To attend weekly Hands in Meetings
- ◆ To help promote goodwill and a positive work environment at all times

Education/Experience:

Thorough knowledge of the game of golf, including the rules and etiquette of the game, participate in continuing education seminars, trade shows, conferences to stay abreast of changing technology and products.

Physical Demands:

Spend most of the day standing or driving a golf cart. Stand and walk, frequently sit. Typically requires use of light equipment.

Environment/Noise:

Noise level is moderate.

Certificates/Licenses:

Job Knowledge, Skill, and Ability Preferences

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

- ◆ Knowledge of software applications such as Microsoft Word and Excel helpful.
- ◆ Exceptional organizational skills; maintain accuracy and neatness; ability to multitask.
- ◆ Ability to communicate verbally and in writing. Ability to compose letters and to facilitate phone calls and general inquiries sensibly.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological develops, etc.

"I have read this job description and certify that I can perform all essential job functions without a significant risk of the health or safety of myself or others that cannot be eliminated by reasonable accommodation

Signature

Date