



JOB DESCRIPTION

Position Title: Outside Services

☐

Exempt

Reports To: Head Golf Professional

☒

Non-Exempt

Print Name: _____

Applicant/Employee Signature: _____

Date: _____

PRIMARY PURPOSE

To transport golf carts to and from cart barn and staging area for the daily activities. Maintain the driving range and stock clean golf balls.

ESSENTIAL RESPONSIBILITIES AND RESULTS

- Drive golf carts to the staging area.
- Charge golf carts.
- Count, clean and park carts in preparation for next day's business according to department procedures.
- Clean cart compound.
- Retrieve broken carts on course and range balls on range, along fences, in ditches, etc.
- Set up driving range including, mats, tee balls, rubber tees and baskets.
- Wash range balls and refill ball machine.
- Dispose of old or cut range balls.
- Operate range-picker on driving range.
- Count wash and park carts.
- Load golf bags during major tournament.
- Retrieve flags from golf course at dusk.
- Perform other related duties as requested by supervisor.

STARTER ESSENTIAL RESPONSIBILITIES AND RESULTS

- Check-in customers.
- Track and maintain tee times in order.
- Issue golf cart.
- Inform customers about course conditions and restrictions.
- Track trail fee and cart lease participants.
- Assist in staging and maintaining proper number of carts.

MARSHALL ESSENTIAL RESPONSIBILITIES AND RESULTS

- Enforce all club rules and regulations regarding golf course and golf carts.
- Keep golf course free of litter.
- Walk each green every day and repair ball marks.
- Assist all players in retrieving lost balls.
- Sand divots on tees and fairways.
- Assist with starting golfers off the first tee.

- Assist outside service staff in moving carts into the staging area.
- Communicate with golf shop and starter about any issues on golf course.
- Perform other related duties as requested by manager.

AMOUNT OF SUPERVISION RECEIVED

This position receives occasional supervision and instructions from Head Golf Pro, First Assistant or Assistant Golf Pro.

INTERACTION WITH OTHERS

Internally, this position interacts with golf personnel frequently, and with other SDCEA (San Diego Country Estates Association) staff occasionally. Externally, this position interacts constantly with customers, civic leaders, community groups and property owners.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibility.

PHYSICAL DEMANDS

This position requires constant standing, walking, talking, hearing, twisting, bending, stooping, pulling, pushing, crouching, and use of hands and fingers. This position requires occasional balancing, kneeling, and reaching with hands and arms. This position occasionally works long days and unusual hours. Incumbents must be able to lift up to 25 pounds and carry up to 50 pounds on an occasional basis. Good close, distance, color and peripheral vision, good depth perception and ability to adjust focus are required.

WORK ENVIRONMENT

This position works primarily outdoors and is exposed to varying outdoor weather conditions, which may be frequently hot, humid, wet, cold, or windy. This position works with or near moving mechanical parts and is occasionally exposed to gasoline fumes. A moderate noise level is typical for the work environment of this job.

USE OF DISCRETION AND INDEPENDENT JUDGMENT

This position is responsible for using sound judgment in the case of emergency or non-emergency issues while the manager is absent. Discretion to be used daily.

EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS

This position represents the company daily and must portray a professional appearance and demeanor.

QUALIFICATIONS REQUIRED

- Education: No educational requirements.
- Experience: Ability to drive.
- Communication skills: Requires good written and oral communication skills and excellent customer service skills.
- Mathematical skills: No special skills required.
- Computer skills: No special computer skills required.
- Reasoning ability and other skills: Requires good organizational skills. Must be reliable.
- Certificate, licenses: Must have a valid California driver's license.

Golf Cart Attendant

Copy: Manager
Copy: Employee