

Job Title: Outside Service Professional  
Department: Golf  
Reports to: Outside Golf Operations Manager  
Date: July 2018  
Job Group: Non-Exempt

Position Summary: Provide complete services for members and their guests relating to the handling of players bags, golf carts and driving range operations.

Essential Job Functions:

- Prepare and deliver golf carts from the cart barn to the daily staging area.
- Loads members and guest's golf bags and equipment from the storage room onto the golf carts.
- Ensure golf carts are clean and properly prepared with score cards, pencils, tees and towels.
- Transports range balls to each end of range and fill appropriate containers.
- Places baskets of golf balls at evenly spaced intervals on range.
- Monitor the pace and flow of play on the golf course.
- Monitor the parking lot and bag drop area at all times.
- Removes bags from golf carts and returns bags to assigned rack in bag storage room.
- Cleans all clubs for members and guests.

Other Duties & Responsibilities:

- Stock coolers with ice and wet towels on golf course throughout the day.
- Keep storage and staging area clean and uncongested.
- Keep practice chipping and putting areas neat and clean, pick up all practice balls during and at the end of the day.
- Clean, store and charge golf carts at the end of the day.
- Assist with shipping and receiving of members golf clubs.
- May perform other assignments and duties, as area needs require.

Skills & Knowledge:

- Able to organize daily play.
- Able to lift 50 pound sets of golf clubs all day long.
- Computer skills.
- Strong customer service skills, with ability to interact with members in a professional manner, demonstrating courtesy, tact and good judgment at all times.
- Knowledge and understanding of all aspects of outside golf operations and service at a private golf facility.
- Ability to operate a golf cart safely.

Licensure/Certification:

- None

Special Working Conditions:

- Indoors and outdoors, exposure to all weather conditions.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Continuous standing and walking.
- Must have flexible schedule which includes weekends, evenings and holidays.