



*Spring Run*

## OUTSIDE SERVICES JOB DESCRIPTION

Position Concept:

Supervised By: \_\_\_\_\_

Specific areas of responsibilities: (check those that apply)

- |  |  |   |                                |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Shop assistants           | <input type="checkbox"/> Merchandising         | <input type="checkbox"/> Player development     | <input type="checkbox"/> Other |
| <input type="checkbox"/> Outside services          | <input type="checkbox"/> Tournaments           | <input type="checkbox"/> Men's and Women's club |                                |
| <input type="checkbox"/> Starters/Player Assistant | <input type="checkbox"/> Group events/ outings | <input type="checkbox"/> Handicap System        |                                |

Prioritized Keys to Successful Performance

#1 Experience in Golf Operations Helpful

#4 Background as a golfer helpful

#2 Valid Drivers' License

#5 Customer Service

#3 Ability to lift and carry up to 50 Pounds

#6 Exhibit a Can Do Attitude

Specific Responsibilities – Include but not limited to:

- Open the cart barn and bag room doors, turn off the alarm and turn the lights on
- Stage preloaded carts with storage bags in appropriate location on the driving range
- Set up the driving range with ropes, bag stands, balls, club cleaning kits and the clock
- Place two bag stands and three smaller baskets of balls on the chipping green with the ball sweepers and shag bags
- Check the ice and water station to make sure all cups, lids and straws are full and the trash is empty
- Make sure there is enough inventory in overhead cabinets to refill the ice and water station throughout the day
- Use the leaf blower to clean common areas around the cart barn, pro shop, bag drop, and front walks leading to the golf shop
- Stage loose carts at bag drop for non-storage / guest bags as needed depending on play
- Check with golf shop when they open to make sure there are no restrictions or special needs for the day
- Assist members and guests by getting their clubs on a cart and ready to play
- Assist members and guest with any special needs prior to their round of golf
- Pull all storage bags for the rest of the day and load on a cart or stage on the wall inside the cart barn so members have access to their clubs
- Pull any bags for lessons or clinics and set up a lesson tee on the driving range as needed
- Set up the cart return area and be ready for players to be finishing their round of golf
- Check driving range and fill baskets with balls as needed throughout the day
- Pick and wash range balls daily
- Wash and fold towels throughout the day making sure we always have clean dry towels for members and guests
- Once players start to finish, greet them and clean their clubs
- Move golf bags to bag drop for pick up or back into bag storage per the members instructions
- Return golf car to the cart barn and clean for the next round to be played

- Depending on play, returned carts may be loaded and sent back out or parked and plugged in for the night
- Once carts are no longer needed for the day, begin parking and plugging them in with all new scorecards, pencils and towels for the next day
- There should be 80 golf carts, 1 carryall and 1 beverage cart stored in the cart barn every night
- Prior to the golf shop closing at 5pm make sure you have all tee sheets and any other paper work needed of the following day's events
- Driving range closes at 5pm and all balls and baskets should be removed
- On evenings prior to the driving range being mowed (Sunday, Tuesday, Thursday) all bag stands, ropes, and the clock must placed on the mats
- Start pulling bags from the next day's tee sheet and preload them on the golf carts for the morning making sure to mark cart numbers on the tee sheet
- Once all carts have finished play for the day, begin cleaning the common areas used for cart return and washing
- All trash cans, wash buckets and the sand are to be placed neatly behind the wall
- Hoses are to be turned off, pressure released and rolled up neatly
- All trash is to be emptied and taken to the dumpsters
- Range baskets are to be filled and placed in carryall ready for the next morning
- Clean ice and water station and fill with cups, lids, and straws
- Make sure beverage cart is stored inside the cart barn
- Any golf bags left at bag drop are to be moved inside prior to leaving
- Take a cart and check to make sure both restrooms on the golf course are locked
- Close and lock all doors in and around the cart barn and turn off the lights
- Set the alarm and walk out the door making sure to lock it
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#### Knowledge, Skills and Traits

- Understanding of the Spring Run Mission Statement
- Understanding of the Golf Operations Mission Statement
- Customer Service oriented and be able to provide Superior Customer Service
- Maintain High Visibility with the Membership
- Must be in compliance with and actively support a Drug Free Workplace

**NOTICE: Employers may consider adding the following optional components to this document.**

- Work experience and/or education requirements
- Qualifications/ certifications/ licensures
- Working conditions
- Typical physical demands
- Equipment operated
- Exemption classification
- Confidential data available to employee
- Compensation information