



Job Title:	Outside Services Personnel
Department:	Golf Operations
Reports To:	OSP Supervisor, Head Golf Professional, Assistant Golf Professionals
FLSA Status:	Hourly, non-exempt

SUMMARY

Provide the most memorable golf experience on behalf of a facility that maximizes customer satisfaction and profit ability by performing the duties listed in the Essential Duties section.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following. Additional duties may be assigned.

- Pull out and stage clean, stocked and charged golf cars for the day.
- Prepare on course water stations prior to player arrival.
- Police cart staging, bag drop, and parking lot areas for debris and remove.
- Always have eyes on arrivals and departures.
- Ensures adequate supplies of amenities as appropriate.
- Picks up golf balls by hand or drives vehicle equipped with trailer that automatically picks up balls as vehicle moves over fairway of Practice Facility.
- Removes all debris from the teeing area when applicable.
- Responsible for cleanliness and presentation of Carts at all times
- Keeps house facility and surrounding area clean.
- Contributes to a positive work climate and to the overall team effort of the company.
- Operates all equipment within outlined safety procedures at all times.
- Contributes to a positive work climate and to the overall team effort of the company.
- Performs other reasonable related duties as assigned or requested.
- Work in other areas of operation if needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good communication skills
- Flexible to work-varying schedules
- Must have a valid driver's license

EDUCATION and/or EXPERIENCE

- Previous golf experience preferred
- Must have completed 1-year of High School

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak one-on-one effectively to internal and external customers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This job has no requirements.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Outside working conditions a majority of the time in a variety of weather conditions.

Signature

Date
