



Job Title: Outside Services	Full-time or Part-time: YR Part Time or Seasonal
Reports to: Golf Shop Staff and the DOG	Hourly or Salary: Hourly
Date Revised: 7/22	Name:
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Position Overview:

While the recreation of golf itself requires little help from staff at the golf course, all of the peripheral parts of golf require help to keep them efficient and effective as they are a benefit to the golfer and an asset to the facility. The outside services position deals with all of the things a golfer uses to play, practice and enjoy their experience at the golf course. Golf car rentals, range ball usage, neatness of the golf course and the facility play an important role in attracting new customers and retaining good patrons.

Principal Duties and Responsibilities (Essential Functions):**

Describes the most important duties (major responsibilities that are critical to the role) and those that the position will spend the most time on.

- Rental Golf Car fleet management – cleaning, storing and rotating.
- Driving range tee and range ball management – having enough clean range balls for resale and keeping the appearance of the teeing area of the driving range tidy.
- Restroom cleanliness and functionality – like a gas station or a restaurant, cleanliness of a bathroom is important to the person that uses it and becomes an extremely important perception point with our customers.
- Tidiness around the club house, parking lot and inside the club house – a clean facility makes the best impression.
- Time management skills so all duties can be completed during your shift – dark is eminent every day the sun goes down...and it's better to do most of the things you need to get done before it's dark outside.
- Cart barn tidiness – keeping your workspace hazard free and suitable for productive work. In some instances, the golf car barn is used as a make-shift rain shelter during a storm and it's much safer for everyone if the golf car barn is organized.
- Rental club room tidiness for function and perception
- Other duties as needed or required.

Supervision Received:

This role will report and be responsible to the golf shop counter person on duty, the Golf Shop Manager on Duty and ultimately to the Head Golf Professional.

Supervision Exercised:

This position may be asked to help train newly hired employees on the duties of this particular role and will rotate the primary duty the range captain on Monday afternoons where you will be in charge of the task of getting all range balls picked off of the range so that the grass can be mowed the following morning.

Qualifications & Skills:

REQUIRED SKILLS:

All candidates must have a valid driver's license or driver's permit as they will be operating equipment that requires so.

This position requires weekend and evening work as those are two of the busiest times at a golf course and it required the most staff to keep services fully operational and prepare for the next day's business.

Preferred Skills:

Previous golf course work experience a plus but not required.
Knowledge of golf as a player and or caddie

Recreation Industry Proviso:

Our shifts and needs vary every day, and the golf course is open seven days a week the majority of the year. Weekend and holiday work is a given as it is some of our busiest periods and the staffing is maximized to handle volume.

Compensation:

This position when compared in duties in the area averages between \$12.82 and 13.25/hour without benefits or guaranteed hours.

This position is being offered to you at _____ per hour without benefits or guaranteed hours.

Indirect Compensation:

There is also a golf benefit included in your employment at Cherokee Ridge that starts after your first two weeks of employment. The details of the golf benefit will be covered after acceptance of a position at Cherokee Ridge.

Position accepted by: _____ Date: _____

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.