



Job Description

Position: Golf Operations Team Member	Created: Mar 23, 2019
Reports To: Golf Operations Manager/ Assistant Golf Professional	Last update: Mar 23, 2019
Direct Report(s): Head Golf Professional	

Position Summary

This full-time & part-time seasonal position is responsible for assisting with the Pro Shop operations and ensuring members & guests receive the highest level of professional service.

Key Responsibilities

- Greet members and guests in a professional, courteous and enthusiastic manner - direct guests to the appropriate locations or staff
- Perform back shop duties - bag storage, club cleaning, pulling clubs from racks, cars and putting on appropriate transportation, washing and drying dirty towels, lost and found, keeping back shop clean at all times
- Golf Carts - staging, loading (bags, towels, scorecard, pencils), cleaning, charging, parking in cart storage, driving to 10th tee (half way house)
- Range operations - set up and take down, ensure adequate supply of clean golf balls, pick range as necessary, Sunday night clean picks, proper operation of range tractors
- Short Game Area - Set up and take down, observe area throughout day, clean off green and bunkers as need be (more during busier times)
- Assist with Tournament set up and execution - work alongside professional staff
- Keep in constant communication with the pro shop, starter and inside staff
- Performs other duties as directed by the Golf Operations Manager
- Follow all Health & Safety policies and procedures as well as CG&CC and Pro Shop policies

Work Environment

- Extreme weather conditions, including; hot and cold temperatures, high winds, extreme rainfalls, lightning
- Exposure to weed pollen, grass, dirt and dust
- Insect bites and close contact with wild animals
- May be exposed to upset members or guests

Physical Effort

- Ability to lift up to 50lbs
- Standing and walking distances for extended periods of time



- Regular lifting, shoveling, pulling, pushing
- Repetitive motions, ie. bending and twisting on a regular basis

Work Hours

- Shift work on weekends and weekdays
- Hours vary from 5am to sunset or later
- Some overtime may be required during peak times

Education /Work Experience

- Previous golf course experience is an asset
- Experience in the safe operation of motorized vehicles - Golf Carts, Range Tractor

Skills & Knowledge

- Strong work ethic - hard working, enthusiastic, self-motivated, positive attitude
- Teamwork skills
- Provide the highest levels of service to members and guests and anticipate needs
- Effective communication skills - listening, understanding and responding
- Commitment to working in a safe manner at all times

Sign Off

I have reviewed this Job Description, understand it, and agree that it is an accurate summary of my duties. I also acknowledge that I was given the opportunity to have any questions regarding my description clarified.

Golf Operations Team Member

Date

Golf Professional

Date