



## Job Description

Position: <b>Golf Operations</b>	Created: Mar 23, 2019
Reports To: Golf Operations Manager, Assistant Golf Professional, Associate Golf Professional, Head Golf Professional	Last update: Feb 16, 2023

### 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, opening and closing, store clubs, assign bag numbers
- Golf Carts - staging, loading (bags, towels, scorecard, pencils), cleaning, charging, parking in cart storage, driving to 10th tee (Fore11)
- 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



**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 is an asset

**Skills & Knowledge**

- Strong work ethic - hard working, enthusiastic, self-motivated, positive attitude
- Teamwork skills
- Ability to 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.

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Golf Operations Team Member

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Date

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Golf Professional

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Date