

Job Title: Outside Service/Bag Room Attendant

Reports: Head Golf Pro

Summary/Objective:

The Outside Service/Bag Room Attendants is primarily responsible for greeting, servicing, directing, and providing each guest with excellent customer service. Must ensure each guest is provided with proper information and a clean, well maintained, fully stocked golf cart.

Job Functions:

- Set up practice area each morning for members and guests.
- Stage golf carts each morning before play.
- Ensure each golf cart is clean and has two clean rolled towels, two cart release forms, a scorecard, a pro pointer sheet, and a pencil.
- Greet each member or guest with a friendly smile and hello.
- Must load and unload each golfers bag onto and off the cart.
- Clean all individuals golf clubs at the completion of their round of golf.
- Wash, dry, and roll cart towels.
- Maintain and restock practice area throughout the day.
- Stage practice area in the evening for the next day.
- Clean and charge every golf cart after each round.
- Must maintain a clean and organized work area at all times.
- Make sure the cart basement is secured before departing each evening.
- Detail golf carts on schedule basis.
- Properly prepare golf carts for member tournaments, corporate outings, and group outings.
- Ensure all opening and closing procedures are done as directed by the Head and Assistant Golf Professional.

Prerequisites:

Must have excellent oral communication, excel within a team dynamic, strong organizational skills, and exceptional time management. Also, have outstanding customer service.

Preferred Experience:

Experience in the golf industry, as well as, customer service.

Position Type and Hours of Work:

This is a part-time seasonal position, which averages between 24 - 40 hours per week.

Physical Demands:

Must be able to lift material that could weigh up to 20 pounds and move material that could weigh up to 50 pounds. Also, must be able to operate golf carts.