



St Ives Country Club

Job Description

JOB TITLE: Outside Services Attendant
DEPARTMENT: Golf Operations
REPORTS TO: First Assistant Golf Professional and the Head Golf Pro
FLSA: Non-Exempt

JOB SUMMARY:

The Outside Services Attendant is responsible for providing excellent customer service to Members and their guests. Responsible for attending the outside operation.

ESSENTIAL RESPONSIBILITIES:

- Providing the finest personalized customer service.
- Stage golf carts for daily play.
- Greet Members and their guests upon arrival.
- Load golf bags from storage on carts prior to play; assist Members and their guests in loading their bags from bag drop.
- Clean golf clubs of Members and their guests.
- Assist with maintenance of the practice facility; pick range, clear chipping green, replenish golf balls and tees.
- Wash, restock (tees, sand bottles, scorecards, pencils) and charge golf carts after use. Re-park golf carts in their assigned row.
- Be proactive. This means you are not to be on your phone unless in case of an emergency, etc.
- All other duties as assigned.

WORK ENVIRONMENT:

- Ability to stand for extended periods of time.
- Often required to walk, stoop, kneel or crouch.
- Ability to lift boxes and/or objects up to 50 pounds.
- Ability to work in a fast-paced environment.
- Ability to work outdoors in varying weather conditions.

REQUIRED QUALIFICATIONS:

- Valid driver's license with a clean Motor Vehicle Record.
- Present a positive, professional image.
- Self-motivated and customer service oriented.
- Strong interpersonal and communication skills.