

Golf Services Assistant Job Description

The Golf Services Assistant is responsible for the outside golf operations to assure a smooth transition for customers and their guests around the club. Primary responsibility falls on service to customers, the efficiency of cart loading, cart cleanliness, staging, and storing. This position reports to the Assistant Golf Professionals.

Job Responsibilities:

1. **Golf Cart Maintenance Support**
 - a. Inspect the condition of golf carts with specific attention to their cleanliness and appearance.
 - b. Responsible for cart cleanliness, cart supplies, cart condition, and fueling. As well as the rotation of golf carts to ensure uniform usage amongst the fleet.
 - c. Perform basic cart repair and equipment maintenance duties, including, but not limited to tire repairs, changing s-bars, and battery maintenance.
 - d. Perform with cart fueling as instructed by the Golf Professional staff.
 - e. Keep the area outside the cart barn uncontested, neat, and clean. Do not allow carts to clog the passage area, arrange them neatly after having been used.
2. **Driving Range & Practice Facilities Support**
 - a. Responsible for daily operations of range ball recovery utilizing both mechanical and hand machinery and equipment.
 - b. Responsible for the collection of, organization of, and cleanliness of all range baskets used for ball transportation according to policies and procedures established by management.
 - c. Responsible for washing the range balls to maintain their cleanliness and usability.
3. **Operations Support**
 - a. Assist with trash & litter detail on the property, including but not limited to outside the clubhouse, in the parking lot, around the course perimeters, and at the practice facilities.
 - b. Assist pro shop personnel in the tournament setup of golf carts and range operations.
 - c. Refer all major problems/complaints to the Assistant Golf Professional team.
 - d. Performs all work duties and activities following City policies and procedures; follows safety policies and practices, works safely, and reports unsafe activity and conditions.

Qualifications, Education, & Experience

- High School Diploma or Equivalent
- Appearance resembling a professional (clean and properly groomed appearance)
- Must be able to work in varying temperatures and inclement weather.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, holidays, or weekends as needed.
- Must be able to lift and transport up to 50 lbs. on a regular and continuing basis.
- Must be able to use and operate all necessary vehicles and equipment.