

Golf Operations

Job Title: Player Assistants

Department: Pro Shop

Reports to: Director of Golf

Job Summary: The Outside Services team is responsible for services provided to the golfing customers outside the Pro Shop on the golf course.

Duties and Responsibilities:

Specific duties include:

- Assisting the golfers in their awareness of our new pace of play policy through our newly developed time par, and by keeping the new pace of play clocks functioning
- Communication with the starters and pro shop staff when necessary
- Communication with the maintenance department regarding issues that may arise with course conditions
- Assisting the customer with any questions regarding all situations they may have
- Ensuring that the mailboxes have scorecards and pencils
- Ensuring that the washrooms are open and swept out
- Other duties as assigned
- Represent SGC in a professional manner

Skills and Education Requirements:

Minimum grade twelve education. Some customer service experiences an asset. Minimum mechanical aptitude. Good time management and communication skills.

Inter-Relationships:

Contact with all levels of personnel within the company and with customers.

Needed Attributes:

Ability to interact with members and the general public in a professional manner at all times.
Ability to perform a variety of tasks with some direction and minimal supervision

Approved by: Lance Fullarton, Director of Golf