

## Golf Operations

**Job Title:** Back Shop

**Department:** Golf Operations

**Reports to:** Director of Golf

**Job Summary:** The Outside Services team is responsible for services provided to the golfing customers outside the Pro Shop prior to and after their round of golf at SGC.

### **Duties and Responsibilities:**

Specific duties include:

- Ensure that all power carts are cleaned, gassed, and put away each night
- Ensure that all power carts have pencils and scorecards on them
- Ensure that the driving range is cleaned nightly, hitting area changed daily, range cart gassed when required, range cleaned picked weekly, balls washed nightly, and the crates are stacked neatly in the ball shed
- Ensure that the range sign is out and accurately measured using Bushnell
- Ensure that there is fresh club cleaning water prior to washing the clubs
- Ensure that all clubs located in the storage area are cleaned and put away and put back into their proper storage locker
- Empty ALL garbage cans at the end of the night daily
- Other duties as assigned

### **Skills and Education Requirements:**

Minimum grade nine 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 guests in a professional manner, always. Ability to perform a variety of tasks with some direction and minimal supervision.

**Approved by:** Lance Fullarton, Director of Golf