



GOLF ASSISTANT I

THE POSITION

Under the supervision of the Golf Course Manager and Assistant Manager, this position plays a role in creating a good first impression of the golf course(s). From clubhouse cleanliness to golf cart staging and maintenance to driving range organization, this position contributes an important aspect to the success of the golf course.

This position typically works 15 to 30 hours per week, including weekends and holidays, with shifts starting as early as 5 am and ending as late as 10 pm, depending on the season.

EXAMPLE OF DUTIES

The duties and responsibilities of this position include, but are not limited to:

- Acknowledge and greet all guests. Provide basic customer service by fielding guest questions and providing basic information and directions. Stage golf carts and maintain the first tee and cart staging area in an orderly manner.
- Maintain the golf cart fleet by washing or detailing the carts daily, filling sand bottles on carts and on-course locations, removing trash after each cart use, ensuring proper fuel or power to carts, inspecting each cart for mechanical problems and damage as it is to be taken out and/or stored, counting and securing all carts at closing, turning lost/misplaced items in to golf shop, reporting mechanical problems (including brakes, tires, bag straps, steering, etc.) to a supervisor.
- Maintain the driving range in proper condition by ensuring an adequate level of range balls, collecting, cleaning and delivering balls, rotating range mats, ensuring functioning of lighting equipment, tee alignment, maintaining clean water in club cleaner and ball washer, trash removal and ensuring proper fuel and oil levels for tractor, picking up golf balls around perimeter of range, and culling of cracked or damaged range balls.
- Perform routine maintenance on the golf course, such as collecting recyclables, emptying trash cans and basic cleaning in and around parking lot and clubhouse grounds.
- Perform light custodial duties around the golf course, including emptying trash cans, stocking paper goods in bathrooms, filling soap dispensers, cleaning bathroom fixtures and floors, dusting and vacuuming clubhouse facilities, cleaning windows, eaves, walk ways and parking areas.
- Implement and support all District policies, procedures and programs as requested by management.
- This position may perform other related work as assigned.

This position is required to be familiar with the conditions of the course and the golfers' experience, and is expected to play golf on the course on a regular basis to ensure a connection between the duties of this position and the condition of the course. In order to meet this expectation, this position shall be entitled to golf on the course without charge during non-working hours.

EMPLOYMENT STANDARDS

Education: High School Diploma or equivalent preferred, but not required.

Experience: Experience in golf/hospitality/service industry preferred, but not required.

Skills and Abilities: Excellent communication and customer service skills. Ability to operate the following equipment: golf cart, golf ball picker, ball washer, ball dispenser, pressure washer, leaf blower, vacuum cleaner and golf cart jack.

Driver's License: Must possess a valid California driver's license and demonstrate a good driving record.

PHYSICAL REQUIREMENTS

It is expected that this position will be standing or walking 70% of the time or more, and require regular climbing, bending, kneeling/squatting/stooping, reaching overhead/stretching, crawling; some working on rough and/or uneven terrain, and handling and dexterity; may be required to lift or move objects up to 50 pounds. Position may also require the operation of standard office equipment.