

Job Title: **Outside Service Staff**

Reports To: **Outside Service Supervisor**

Prepared Date: **6/28/12**

Position Summary

This position is responsible for providing guest and member services including bag drop, golf cart fleet, club storage, and driving range.

General Duties and Responsibilities

- ensuring guests and members are greeted and provided a high level of service.
- Provides service to members and guests at the bag drop, including loading golf bags on and off of golf carts and cleaning clubs at the end of their round and delivering clubs to the bag drop.
- Assists with the maintenance of golf cart fleet. Ensures golf cart cleanliness and adequate stocking of supplies. Report golf cart repairs as needed.
- Maintain cleanliness of the cart barn, driving range, bag drop, break room, and golf cart staging area.
- Maintains bag storage and cleanliness of bag storage room.
- Routinely picks up, cleans and stocks balls for the driving range.
- Assists with golf tournament set up and organization.
- Water clubhouse flower pots and baskets during season.
- Completes other tasks/duties as assigned.

Supervisory Responsibilities

- Not applicable

Requirements

- Previous customer service experience preferred.
- Strong verbal communication, written communication, and organizational skills.
- Ability to work independently, assist with a variety of projects and be assertive as appropriate.

Physical Demands

Physical Activity & Work Environment	Not Applicable	Less than 50%	More than 50%
• Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Using hands/fingers to feel or handle items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Reaching, pushing or pulling with arms/hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Kneeling, crawling, or crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Talking or hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Tasting or smelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Lifting, moving or exerting force of up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Lifting, moving or exerting force of up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Lifting, moving or exerting force of up to 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of more than 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Seeing up close	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Seeing long distances
- Seeing color
- Use of peripheral vision
- Perceiving depth
- Adjusting and focusing vision
- Working outdoors in inclement weather – extreme hot
- Working outdoors in inclement weather – extreme cold
- Working indoors in an office environment
- Working in high places
- Working near moving mechanical parts and machines
- Working in wet/humid conditions that are not weather related
- Working in extreme cold conditions that are not weather related
- Working in extreme hot conditions that are not weather related
- Working with airborne particles or fumes
- Working with toxic or caustic chemicals or agents
- Working with explosives
- Working in an area with a risk of exposure to radiation
- Working in an area with a risk of exposure to electrocution
- Exposure to vibration
- Working in a loud environment