

The Golf Club at Stonebridge

Job Title: Outside Service Personnel

Type: Part-Time

Job Summary: Responsibilities focus on customer service and satisfaction. Assist and attend customers in the area of golf carts, bags and general customer service. Performance should maximize customer satisfaction and profitable yield for club.

Description of Essential Duties & Tasks.

1. Customer service representative.
2. Greet guests in a courteous, helpful and friendly manner.
3. Assure all carts available to customers are organized, clean, free of debris and that each cart goes out in the required condition. Pulls all other carts out of rotation until serviced.
4. Load and unload golfer's bags according to daily tee sheet.
5. Inspect, clean, wash and return carts to rotation or park them in designated area.
6. Maintain the appearance around the clubhouse, bag drop area, staging area and cart bay.
7. Follow prescribed daily golf cart rotation.
8. Check for any minor repairs needed. Place information on log, telling mechanic what to do.
9. Contributes to a positive work climate and to the overall team effort of the company, performs other reasonable related duties as assigned or requested.
10. Full fill all driving range responsibilities.
11. Contributes to the presentation, aesthetics and cleanliness of Grand National.
12. Support and enforce club rules and regulations governing use of the club, golf course, golf carts, and other club facilities.
13. Assist with administration of golf outings and special events.
14. Perform responsibilities identified within club policies and procedure manual.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the following page are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Valid Alabama drivers license

Valid State drivers license

Language Skills

Fluently and clearly speak and communicate in the English language. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

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