

# Job Posting

## Outside Service Attendant



WHITE PINES  
— GOLF CLUB —

### DESCRIPTION

The Outside Services Attendant ensures outside components of golf operations is facilitated. This specifically relates to golf cart fleet management, driving range, and putting green management along with consistent facility/grounds cleanliness and upkeep.

### DUTIES AND ESSENTIAL JOB FUNCTIONS

- Meets and greets all guests in a friendly, courteous and professional manner.
- Communicates in a clear and professional manner that assists guests in playing the course.
- Provides carts that are in excellent working condition to guests by directing them to the daily staging area and returning them to the cart barn free of debris and items.
- Ensure carts are properly stored and refueled.
- Comply with safety procedures and policies while performing job duties, including safely operating golf carts.
- Inspect carts and equipment to detect wear and damage to ensure safety, cleanliness, and proper working order; communicate damage and concerns to Golf Pro on duty in a timely matter.
- Coordinates with Pro Shop Attendant to maintain a consistent level of cart availability and to ensure guests are following the rules.
- Assist guests with golf bags, loading and unloading onto carts, and maintains bag drop off area.
- Maintains grounds of players' entrance, staging area, driving range, tee green, Pro Shop, Banquet Hall entrance, walking path to 37 Bar and Grill, and starter huts.
- Maintains all Cart Barn work, storage, and service areas.
- Maintains good personal hygiene; reports to work wearing a clean, neat uniform that follows uniform standards.
- Ability to explain golf products and services and other information about White Pines Golf Club to all guests.
- Work with Assistant Golf Professional in setup and execution of tournaments and outings.
- Participates in required employee orientation and safety trainings.
- Report guest complaints promptly to Golf Pro Assistant.
- Other duties as assigned by supervisor.

### QUALIFICATIONS

- Prior golf related experience ideal
- Excellent Communication skills required
- Excellent listening and comprehension skills required
- Positive interpersonal skills required
- Ability to work well under pressure and coordinate multiple tasks
- Ability to lift 25lbs and bend while performing work duties
- Must be able to perform tasks outdoors in hot temperatures
- Reasonable accommodations may be made to enable individuals with disabilities
- Must have a valid driver's license

**JOB STATUS** Part time      **DEPARTMENT** White Pines Golf Club

**FSLA STATUS** Non-Exempt      **SALARY** \$11.00 per hour

**HOURS** Must be able to work evenings, weekends, and holidays. Hours will vary based on the facility requirements.

**HOW TO APPLY** Qualified applicants may submit application and resume to Andrew Godfrey, PGA Head Golf Pro at [agodfrey@whitepinesgolf.com](mailto:agodfrey@whitepinesgolf.com).