



Outside Services Attendant

Position Overview

Delivers exceptional service to members and guests by maintaining golf car operations, practice facilities, and bag services. Creates a welcoming environment and ensures smooth daily golf operations.

Key Responsibilities

- Clean, restock, rotate, and charge carts daily.
- Set up and manage practice facility (yardages, hitting area, restock buckets).
- Greet members/guests, handle bags, clean clubs, maintain rental sets.
- Provide information, anticipate needs, use member names.
- Assist as directed, maintain clean towels, uphold service and safety standards.

Qualifications / Requirements

- Prior private club experience preferred.
- Valid driver ' s license; ability to operate golf carts safely.
- Ability to lift/carry/push/pull up to 60 lbs.
- Comfortable working outdoors in varied conditions.
- Strong interpersonal and communication skills.
- Professional appearance and adherence to grooming standards.
- Flexibility to work evenings, weekends, holidays.

Physical Demands / Requirements

- Heavy lifting up to 60 lbs.
- Long periods of standing, walking, jogging.
- Exposure to weather, fumes, chemicals, smoke.
- Frequent repetitive movements.

Acknowledgment of Job Description

I have read and understand the responsibilities and requirements outlined in this Job Description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____