



Job Description

Job Title: Outside Service Staff

Department: Proshop

Reports to: **Head Golf Professional**

Supervises: No supervisory duties are required with this position.

Job Summary

Members of the Outside Service Team are responsible for assuring exceptional, first class service for our members and guests. Outside Service Team Members must give a positive first impression of the club as well as contribute to maintaining a functional course through guest assistance, cleaning of golf carts, and other appointed tasks.

Job Essentials

- The outside service position provides exceptional service in the following positions:
- Driving range duties such as collecting, cleaning and restocking range balls.
- Initiates contact with members and guests with a welcome and the willingness to assist them with their needs.
- Set players clubs up on carts in staging area to go to range or out on course, clean and put away players bags into storage when the player is finished.
- Golf Cart duties such as staging, cleaning and stocking golf carts for use or storage at night.

Job Knowledge, Core Competencies and Expectations

- Minimal knowledge of the game of golf
- Provide First Class customer service.

Experience and Background

- No Experience Required

Physical Requirements and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid, cold and noisy environment

Licenses and Special Requirements

- Driver's License Required



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This job description is not exhaustive of all the job tasks, but a guide, and tasks may be added or removed by your immediate supervisor according to changes that may occur in the working environment.

I, _____ acknowledge receipt of the Job Description, issued by Oak Park Country Club. I have read and fully understand it and accept that the job description contained therein.

Employee Name: _____

Signature _____

Date _____