



Position Title: Player Services
Company: The Country Club at Castle Pines
Supervised by: Head Golf Professional / Player Services Manager
Updated: January 2017
Exemption Classification: Non-Exempt

Overview

The purpose of the position is to perform the day to day cart and range operation. Player services position includes: cleaning golf clubs, engaging members and guests, set-up and break-down of all range amenities, golf carts and golf bags as required by the members/guests on the day's tee sheet.

Essential Duties

- Directly responsible for the day to day operations of cart and range set-up.
- Responsible for expediently greeting members and guests and providing them with a high level of respectable service.
- Directly responsible for maintaining the cleanliness of the player services area of the club.
- Directly responsible day to day range set-up and break-down.
- Directly responsible for the cleaning and stocking of golf carts.
- Directly responsible to cover post that is assigned. Podium, Range etc.

Other Duties/Responsibilities of the position

- Responsible for the logging of any golf cart issues to supervisor or manager.
- Assist in any valet shifts that are needed.
- Assist in monthly maintenance (battery watering) and detailing of the golf carts.
- Assists with any additions of bag storage.
- Assists with tournament operations including weekly member events, group outings and club-sponsored events.
- Assist with all daily procedures.

- Additional responsibilities may be added during the golf season if management dictates.

Education and Experience Requirement

- Have a strong familiarity with the game of golf.
- Minimum of 1 years experience in player services.
- Have strong work ethic and positive attitude.
- Display a clean cut appearance.

Working Environment/Physical Demands

	None	Up to 1/3	1/3 to 2/3	2/3 & More
Standing				X
Walking				X
Sitting				X
Reaching with Hands or Arms			X	
Climbing or balancing			X	
Stooping, Kneeling, or crawling		X		
Talking				X
Hearing				X
Tasting or Smelling				X
Lifting > 10 pounds				X
Lifting > 50 pounds			X	
Close Vision Distance			X	
Long Distance Vision		X		
Color Vision			X	

 Employee

Date

 Supervisor

Date