



ALL JOB DESCRIPTIONS FOR WEBISTE/EMAIL

Position Concept: The *Golf Starter* is one of the most visible employees of the facility. This position is tasked with providing customers with service regarding tee times, rules and policies, and pace-of-play. This position is also responsible for assisting with accurate daily play totals and managing other outside staff. Keys to successful performance: Must be pleasant, but firm at the same time, active with cart and range preparation, anticipating needs of groups and golfers, enforcement of club policies and procedures, assist golfers.

Position Concept: The *Outside Service Staff* will oversee all outside operations including golf carts, golfer services, and practice facility. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers. Keys to successful performance: Organizing work, being in right place at right time, thinking ahead, preparedness, knowledge of events, activities, facilities.

Position Concept: The *Golf Shop Staff* will manage all front desk and golf shop operations. All duties of the position shall be performed with a commitment to the highest level of customer service and total satisfaction of all customers. Keys to successful performance: Coordination of front desk activities, ability to handle phone system, communication of rates, services, events, computer and POS Skills, inventory/product knowledge.