



Outside Services

Department: Meadow Lakes Golf Course	FLSA: Non- Exempt
Reports to: <i>Head Professional / Facility Manager</i>	Representation: <i>Non-Bargaining</i>
Grade: Hourly	Date Adopted: Date Revised: 2/8/18

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

The task for golf shop outside service personnel is to assist the golf shop inside staff and management with exceeding customer’s expectations while they are guests at Meadow Lakes Golf Course and Restaurant. Employees will represent the City of Prineville in a very visible position. The primary task is to wash carts, pick the driving range, service the cart barn and areas around the cart barn, and assist the management team at Meadow Lakes in other areas as needed. This is a part-time, hourly position, with varying hours depending on the season. This position is not eligible for benefits.

SUPERVISION RECEIVED/REVIEW OF WORK:

Works under the general supervision of the Head Professional / Facility Manager

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as Illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

Golf Cart Care:

- Wash and dry all golf carts that have been used during the day, and park them in their correct space in the cart barn.
- Make sure each cart has a sharpened pencil, tees, scorecard, and bag straps are fastened.
- Fill sand & seed bottles.
- Make sure all carts are accounted for, plugged in to their charger, and keys are turned off.
- Fill range and beverage carts with gas as needed.

Driving Range:

- Range balls are to be picked up and washed each shift.
- Pick up all used baskets and stack them next to the machine.
- Make sure bag stands are straight and orderly.
- Make sure area surrounding ball machine is clean—empty garbage when full.
- Fill divots on the range with sand and seed.

- Return range tokens to the golf shop and lock the machine.
- Make sure the two ropes on the range tee are straight, tight, and neat looking.
- Clean pick driving range when scheduled – all balls must be picked up during the clean pick to allow the mowers to mow the grass without damaging equipment.

Cart Barn

- Ensure that the overall presentation is neat and clean.
- Fill sand and seed bin as needed.
- Empty recycle bins as needed.
- Empty garbage cans as needed.
- Rental Clubs and Pull Carts
- Wash used rental clubs and return them to the storage room in the golf shop.
- Wash used pull carts and return them to the golf shop.

Clubhouse

- Wash foot scraper.
- Empty all recycle bins and garbage cans around the clubhouse.

- Follow all safety protocol.
- Work as a team – smooth workflow with other team members.
- Protect city assets, property, money, equipment, etc.
- Perform other duties as assigned

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Coursework towards a high school diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge and a practical understanding in the following areas:

- Excellence in customer service; be a people person.
- Communicate effectively.
- Must be a hard worker, and be able to complete a variety of tasks during the allotted period of time.
- Attention to detail – ability to follow written outside services procedures.
- Self-starter – a person who sees what needs to be taken care of and gets it done.
- Knowledge of the game of golf.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must be able to pass a criminal record and background investigation.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD EXERCISED:

This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position. Incumbents in this position may provide training and orientation to newly assigned personnel.

PHYSICAL DEMANDS/TOOLS & EQUIPMENT USED/WORK ENVIRONMENT & WORKING CONDITIONS:

PHYSICAL DEMANDS OF JOB/POSITION:

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee will be regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee frequently is required to stand. The employee is frequently required to walk, talk, or hear, sit climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; telephones, cash register, kitchen equipment and utensils.

TOOLS AND EQUIPMENT USED:

In the performance of job duties, the employee will operate golf cars, range picker, ball washer, hand tools and other golf related tools and equipment.

WORK ENVIRONMENT/WORKING CONDITIONS:

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of the job duties, the employee will work primarily outdoors.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.