

**City of Prineville**  
**Meadow Lakes Golf Course**

**Golf Shop Outside Services**

**Position Summary:**

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. You 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.

**Position Status:** \_\_\_\_\_ exempt \_\_\_X\_\_\_ non-exempt

**Reports to:** Head Golf Professional / Facility Manager

**Essential Functions:**

- 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.
- Other duties as assigned by Head Professional / Facility Manager.

**Qualification Requirements:**

**Knowledge, Skills, and Abilities:**

- 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/licenses:**

- Must have a valid driver’s license with an acceptable driving record.

**Education/Expertise required:**

- Coursework towards a high school diploma or equivalent.

**Supervisory Responsibilities:**

- None

**Working Conditions:**

- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, and sit. The employee is also frequently required to use their hands. Yu may be required to lift and/or move up to 50 pounds. 20/20 vision is also required.
- The majority of the work environment is outdoors. Weather may be cold, mild, or hot.