



## Outside Maintenance Staff Job Description

**Position Concept:** As a Team Service Member the Outside Maintenance Staff will provide daily maintenance of the entire golf cart fleet following company golf cart rental procedures, general janitorial duties inside and around the cart barn, storage areas, parking lot, and the clubhouse. The Outside Maintenance Staff will also ensure the cleanliness of rental carts and any other duties needed by the golf professionals and sales associates. Some light manual labor may be expected at times.

**Supervised By: Head Golf Professional**

### **Job Specific Responsibilities - (include but are not limited to):**

- Maintain golf cart fleet and utility vehicles with a goal of 100% operability and extending the life of the golf carts to maximum expectancy.
- Stage carts; clean and wash carts, and check carts after each use and return carts to cart barn area at the end of the day
- Ensure that carts are available for player use at all times in staging area, windshields are clean and seats dry
- Works closely with golf staff to prepare for play and conduct golf tournaments
- Works closely with event staff to set up for banquet events
- Ensure the cart barn, storage areas, clubhouse perimeter, and parking lot are kept orderly and clean, including trash receptacles, shoe brushes, doorways clear of leaves and grass.
- Cart wash station is to be clean – no grass or debris.
- Cart barn floors swept or blown daily, rinsed once per week
- Report all cart damage immediately to golf shop staff
- Practice Range – set stations with balls as described in the operations manual.
- Attend range throughout the day maintaining cleanliness.
- Assist customers with carrying clubs from range to cart.
- Pick up and break down range, when needed

### **Job Requirements -**

- Ability to work harmoniously with volunteers and fellow employees
- Good oral and written communication skills
- Ability to maintain records and files
- Working knowledge of the rules of golf
- Ability to learn and enforce course policies, rules and regulations
- Ability to follow verbal and or written instructions
- Ability to use equipment and tools properly and safely
- Able to lift 50 lbs.