



Orchard Beach Golf & Country Club

Job Descriptions

Golf Operations

Job Title: Cart Staff

Department: Pro Shop

Reports to: General Manager

Job Summary: The outside services team is responsible for services provided to the golfing customers outside the Pro Shop prior to and after their round of golf at OBGCC.

Duties and Responsibilities:

Specific duties include:

- Ensure that all power carts are cleaned and put away each night
- Sanitize all carts after EVERY use, ensuring all touch points are disinfected
- Ensure that there is fresh club cleaning water in reservoirs on carts
- Ensure divot containers are full on all carts
- At end of the day, ensure all carts are secured with alarm wire
- Keep exterior area of the Clubhouse tidy, ie: sweeping of cobwebs, sweeping patio area around check-in window, watering planters
- Vacuum the pro shop when asked
- Empty ALL garbage cans at the end of the night daily
- Other duties as assigned

Skills and Education Requirements:

Minimum grade ten education. Some customer service experiences an asset. Minimum mechanical aptitude. Good time management and communication skills.

Inter-Relationships:

Contact with all levels of personnel within the company and with customers.

Needed Attributes:

Ability to interact with members and the general public in a professional manner at all times. Ability to perform a variety of tasks with some direction and minimal supervision

Approved by: Gary Glenister, General Manager