

Position Counter Outside Service Pro Shop / Driving Range Attendant

Property Description:

The Club is located south of Interstate 80 off of Harlem. Odyssey Golf Club has been a public golf club, privately owned since its construction 28 plus years ago. It is an 18-hole par 72 course measuring 7095 yards. It is unique in that The Odyssey Golf Foundation is a 501(c)(3) non-profit organization that provides both the therapeutic and recreational benefits of golf to veterans, active military personnel, and children and adults with special needs.

Through the use of our golf course and professional staff, the Odyssey Golf Foundation provides free golf instruction, practice and education to participants.

The Odyssey Golf Foundation also works with other 501(c)(3) organizations in order to assist with their fundraising activities through the use of our facilities and services.

Position Summary:

Participates in all activities related to outside member/guest services. Activities may include serving as a valet in the bag drop area, transporting golf bags from the parking lot and/or bag storage area to and from golf carts, cleaning clubs, staging and/or returning golf cars, performing practice range duties, cleaning and maintaining golf cars, etc. Responsibilities also include greeting and interacting with members/guests and providing information and/or assistance as appropriate. Responsibilities also involve picking range balls washing them and maintaining driving range areas.

Essential Duties and Responsibilities:

- Bring carts from cart shelter to cart staging area. Ensure that carts are clean, operating properly and are properly equipped with pencils, score cards, etc. Report any repair problems to the supervisor and mechanic.
- Perform valet duties in the bag drop area including greeting and interacting with members/guests, removing golf bags from cars, and providing information, directions and/or assistance as appropriate.
- Transport golf bags from the bag drop area or bag storage room and load onto assigned golf carts.
- Greet golfers returning from the course, clean golf clubs, unload golf clubs from carts and assist with transporting and loading into vehicles.
- Return golf cars to the cart storage area. Remove trash, etc., from carts and save reusable items. Wash cart with pressure cleaner, park cart.
- Potential practice range duties as well, including transporting range balls, cleaning and maintaining the tee area, operating the ball picker on the range, washing range balls, etc.
- Perform other duties as appropriate.
- Maintain cart fleet and bag drop stations outside of Pro Shop.

- Fueling and cleanliness of carts and surrounding area outside of Pro Shop.

- Assist golf shop staff in preparing for and running tournaments, clinics and other special events.
- Assist in set up, clean up and maintaining chairs for outdoor wedding and events.
- Perform other duties as appropriate.
- Driving tractor and picking range balls.
- Operating ball washer and sometimes filling baskets for sales.

Qualifications:

- High school education preferred.
- Familiarity with the game of golf and golf course operations.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including weekends.
- Positive attitude, professional manner and appearance in all situations.

Supervises:

N/A

Classification:

Part-time or Full-time, Seasonal or Non-Seasonal, Hourly, Non-Exempt

Job Type: Part-time

Working days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday
- Holidays

Job Type: Part-time

Experience:

- golf: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)