



RANCHO SANTA FE

Golf Club

Outside Services Attendant

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 carts, cleaning and maintaining golf carts, etc. Responsibilities also include greeting and interacting with members/guests and providing information and/or assistance as appropriate.

- Cleaning and maintaining the storage areas and golf cart fleet at all times
- Brings golf carts from cart barn to cart staging area outside golf shop
- Greets members/guests at designated bag drop area and loads bags on to carts
- Gives directions to guests for golf shop, first tee, driving range, etc.
- Monitor bag drop area for new arrivals
- Assist golfers after their round by cleaning clubs, delivering them to their cars as needed and checking in the golf carts
- Returns carts to cart barn and washes carts with pressure cleaner, parks carts in designated spaces and connects charger cables (where applicable)
- Transports range balls to driving range and fills appropriate containers
- Operates range picker on range to retrieve balls
- Washed all range balls daily
- Assist and coordinate services with other golf operations staff to ensure efficient service

Essentials Skills

- Must have excellent customer service skills
- Must have friendly and upbeat personality
- Must be dependable
- Able to communicate effectively
- Able to have focused attention on details

Requirements

- A high school diploma, GED, or equivalent, is required
- A valid driver's license
- Adequate golf knowledge and etiquette required

Working Conditions and Physical Demands

- Work outdoors
- Walking on uneven ground
- Must be available to work weekends and holidays
- Flexible schedule
- Must be able to lift/carry 100 lbs.
- Ability to push/pull up to 50 lbs.
- Ability to drive golf carts, shuttle, tractor and storage vehicles
- Ability to stand while working for long periods of time
- Ability to bend, kneel, or squat for long periods of time
- Digital and wrist dexterity

All offers are contingent upon a successful background check as well as a drug screening. (We follow Federal guidelines related to drug screening results), prior to appointment of position.

Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.