



# Sun City Roseville

## JOB POSTING

Position Open: **PT Outside Services**

Date: January 8, 2024

Reason for Opening: \_\_\_\_\_ New Position

XX Replacement

### **JOB SUMMARY:**

Performs a variety of tasks in the ProShop golf operations.

### **ESSENTIAL FUNCTIONS:**

1. Offer assistance with knowledge of golf play and golf equipment.
2. Drive golf carts to staging area.
3. Assist with loading and unloading of golf bags to rental golf carts and/or rental golf clubs.
4. Assist golf cart mechanic with before and after use of golf carts; remove all debris, wash golf carts, fill sand bottles, stock carts with score card and pencil.
5. Following each day's use, remove all debris, wash golf carts, fill sand bottles, stock carts with score card and pencil then return carts to storage area and connect to battery charger.
6. Drive the range cart to the driving range and collect balls. Load and unload the collected balls through the ball cleaner machine. Transport the clean balls to the ball machine near the range, restock the dispenser, remove tokens and return them to the Pro Shop.
7. Pick up empty baskets and any debris around the driving range area.
8. Provide replacement and transportation of malfunctioning golf carts.
9. Observe all State and Federal safety rules and regulations at all times.

### **NON-ESSENTIAL FUNCTIONS:**

1. Other duties as required.

### **KNOWLEDGE/SKILLS/ABILITIES:**

Excellent verbal, written, and interpersonal communication skills. Average computer skills including Word, Excel, Internet, email and in-house programs. Basic knowledge of golf equipment.

**WORKING CONDITIONS:**

Able to stand for long periods of time in outside varying temperatures, and occasional outside exposure to wind, rain, cold extreme heat and humidity. Able to kneel, stoop, bend, push, pull, reach, lift, carry and move objects weighing up to 50 pounds.

**MINIMUM QUALIFICATIONS:**

1. 6 months previous retail sales or customer service experience.
2. Above average attention to detail.
3. Excellent customer service skills.
4. Able to organize and prioritize.
5. Valid driver's license.

**SUCCESS FACTORS:**

1. Remain focused and work effectively, efficiently, and cheerfully under such circumstances.
2. Work on more than one assignment at a time with frequent interruptions, changes, and delays. Remain focused and work effectively, efficiently, and cheerfully under such circumstances.
3. Accomplish daily tasks by organizing and prioritizing.
4. Proven and effective customer service skills. Able to deal with the public.
5. Patience to deal with clientele of over the age 55.

**NORMAL WORKING HOURS and DAYS.** Part-time. Days and times vary including weekdays, evenings, weekends and holidays. 30 minute meal break; overtime as required.

Compensation: \$16 per hour plus paid sick leave, 401k+ match, and more.

**Deadline to apply for this position: Until filled.**

*Please contact HR Department if you need additional information about this job posting or if you wish to apply.*