

## **Pine Mountain Lake Association Job Description**

**Job Title:** Seasonal Outside Services  
**Job Code:** 65  
**Employee Name:**  
**Department:** Pro Shop  
**Location:** Pro Shop  
**Reports To:** Head Golf Professional  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 3/18/2025 sa

### **SUMMARY**

Provides excellent customer service by being polite and courteous to property owners, renters and guests. Cleans and maintains golf carts, clubs, bag storage area and driving range. Follows daily direction from manager. Seasonal position, typically runs from May to September.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists property owners, renters and guests with golf carts and clubs
- Cleans golf carts and golf clubs
- Washes all carts nightly
- Follows cart distribution and rotation procedures
- Picks up all balls from driving range using a variety of tools
- Monitors, cleans and organizes club storage area
- Helps prepare for tournaments
- Must be able to work in various weather conditions
- Regular, punctual attendance is required
- Must have a valid driver license and an insurable driving record
- Other duties may be assigned

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License and an insurable driving record. CPR/First Aid Certified preferred or upon hire

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.