



**Position: Outside Services**

Reports To: Assistant Golf Professional

Start Date: April 18<sup>th</sup>, 2026

Job Type: Seasonal, Full or Part-Time

**Job Summary:**

Outside Service Staff are to meet and greet the golfers/patrons coming to the course and while attempting to anticipate and fulfill member/guest needs. A friendly, outgoing, self-motivated and helpful disposition is needed for this job. Staff members work with a team of professionals dedicated to assisting the members/guests during their time at Kwiniaska, creating a positive, respectful and fun environment.

**Responsibilities** include but are not limited to:

- Cleaning, stocking and staging of motorized golf carts in the morning and throughout the day.
- Cleaning, stocking and staging push carts in the morning and throughout the day.
- Inspect both motorized and push carts for damage when returned.
- Maintaining the cleanliness of the inside and outside of the clubhouse.
- Maintain a clean and organized appearance in the walkout basement.
- Empty and clean all trash and recycling cans inside clubhouse, outside clubhouse and on course.
- Assist with Golf Shop, Ambassadors and Pub.
- Follow Opening and Closing procedures for Outside Services daily.
- Change out and clean water jugs on the course every evening.
- Assists in the set up and organization of tournaments and leagues.
- Organize and clean rentals clubs when returned from play.
- Help with the golf course setup and shutdown as needed.
- Report on any issues or complaints to the Director of Golf or Club Manager immediately.
- Other duties as assigned.

**Qualifications:**

- Excellent interpersonal and communication skills.
- Attention to details a must.
- Ability to perform critical job tasks and limit mistakes under pressure.
- Ability and willingness to always present a professional appearance and demeanor.
- Ability to lift up to 50lbs.
- Must be at least 16 years of age with a valid driver's license.
- Dependable, reliable, punctual, motivated, trustworthy and friendly.
- Flexible hours are needed to meet the needs of the golf course, including holidays and weekends.
- Possesses ability to understand and follow through with oral and written instructions, requesting clarification when needed.