

Do you enjoy spending time on the golf course? Do you have a helpful and welcoming personality? Do you enjoy greeting customers in a warm and friendly way to start their experience off right from the start? Are you ready to handle minor problems and enjoy the feeling of turning things around in the eyes of the customer? Do you pride yourself on your sense of efficiency, directing and keeping systems running smoothly? If so, Napa Golf Course may have a job you'll love!

Job: Outside Services

#### JOB SUMMARY:

The Cart staff employee works to assure a smooth transition for customers around the facility. Primary responsibility falls on service to customers, efficiency of car loading, starting/directing, car cleanliness and staging, storing, and cleanliness overall facility.

#### Essential Functions:

- This position will be responsible to maintain order and continuity of player traffic.
- This position will be responsible for daily operations of range ball recovery utilizing both mechanical and hand machinery and equipment.
- This position will be responsible for the collection of, organization of, and cleanliness of all range baskets used for ball transportation according to policies and procedures established by management.
- This position will help keep all working areas attractive, neat and clean free of trash and waste.
- This position will be responsible for washing the range balls to maintain their cleanliness and usability.
- This position will be responsible for following procedures for proper opening and closing of the cart and range operations.
- This position will be responsible for tracking and reporting the need for supplies necessary for day to day operations of their given areas.
- This position will keep in contact with the golf shop staff to assure efficient transition for golfer to the course.

- This position will keep the outside area uncongested, neat, and clean.
- This position will assist guests in rules and regulations for safety precautions and to prevent inconveniences to other guests.
- This position will inspect the condition of golf carts with specific attention to their cleanliness and appearance.
- This position will be responsible for cart cleanliness, cart supplies, cart condition and fueling. As well as the rotation of golf carts to ensure uniform usage amongst the fleet.
- This position will spread hospitality and goodwill among all guests, and make all guests feel welcome.
- This position will assist golf shop personnel in the tournament setup of golf carts and range operations.

**JOB REQUIREMENTS/QUALIFICATIONS:**

- Knowledge of Golf & Customer Service.
- Valid Driver's License.

To apply: Please respond via email to [ssilva@playnapa.com](mailto:ssilva@playnapa.com) with summary of qualifications or resume.

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