



OUTSIDE SERVICE COORDINATOR

JOB DESCRIPTION

Responsible for giving the highest level of customer service while communicating with the Head Golf Professional/Proshop Manager to represent the KaneffGolf standards within the daily golf operations.

Summary of Responsibilities:

- Must have working knowledge of the game of golf.
- Must be able to lead and delegate tasks to others while maintaining a positive work environment.
- Ensure that golf carts, driving range and bag drop area is clean and presented according to KaneffGolf standards.
- Oversee daily maintenance of carts in accordance with our preventative maintenance program.
- Communicate with Golf Maintenance and mechanics to assist with the management of the entire golf cart fleet.
- Generate ideas to improve driving range standards, golf cart presentation and overall appearance of facility for customers.
- Familiarize oneself with all golf course operations by having individual contacts around property to achieve better communication when customer golf bags and supplies need to be shared or transferred.
- Ensure the security for our equipment and all guests belongings.
- Responsible for maintaining proper inventory levels of golf carts, golf tees, range balls, towels, bag tags, scorecards and water station supplies according to business levels.
- Responsible for ensuring adequate staffing levels and being the main contact to relay information between inside and outside golf staff members.
- Work closely to monitor all aspects of play including starting, pace of play, safety on the course and golf course markings
- Make sure golf carts are cleaned, garbaged with ball washers and divot mix filled at the end of each day

- Tournament on course setup when required including signage, tents, proxy markers and other tournament requirements
- Empty/ maintain all garbages around golf clubhouse or on golf course
- Other duties as needed
- Flexible schedule including weekends

Hourly \$12 per hour

Job duties and responsibilities may vary across KaneffGolf locations.