

Schedule "A" Job Description- Outside Service Coordinator

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.

- 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 Job duties and responsibilities may vary across KaneffGolf locations.

