

Job Title: **Player Assistant - Starter**
 Reports To: **Player Assistant's Supervisor**
 Prepared Date: **7/3/12**

Position Summary

This position is responsible for starting golfers on the course according to their reservation and providing information about the course and regarding course policies.

General Duties and Responsibilities

- Assures all groups tee off at the appropriate time.
- Manages and maintains driving range and practice facility.
- Informs players of the suggested tee boxes according to handicap.
- Gives overview of golf course and informs players of restroom locations and how to order lunch at the 9th tee.
- Explains to golfers how the GPS system works on the golf carts.
- Apprises players of pin locations and golf car policies for the day.
- Explains our Pace of Play policy to golfers and how the Ranger will address slow play issues.
- Assists players with any last minute needs.
- Assists in tournament set up organization.
- Assists ranger in tee sheet management. Keeps accurate record of each golf car, names of players in group, actual tee off time, golf car number, etc.
- Works closely with ranger to monitor pace of play and turn times.
- Maintains radio contact with ranger, outside services, and golf shop.
- Picks up any trash on the golf course, practice facility, etc.
- Keeps extra cart supplies.
- Completes other tasks/duties as assigned.

Supervisory Responsibilities

- Not Applicable

Requirements

- Previous extensive customer service experience.
- Previous golf experience/knowledge.
- Strong verbal communication skills.

Physical Demands

Physical Activity & Work Environment	Not Applicable	Less than 50%	More than 50%
• Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Using hands/fingers to feel or handle items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Reaching, pushing or pulling with arms/hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Kneeling, crawling, or crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Talking or hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Tasting or smelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lifting, moving or exerting force of up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Lifting, moving or exerting force of up to 25 lbs.
- Lifting, moving or exerting force of up to 50 lbs.
- Lifting, moving or exerting force of up to 100 lbs.
- Lifting, moving or exerting force of more than 100 lbs.
- Seeing up close
- Seeing long distances
- Seeing color
- Use of peripheral vision
- Perceiving depth
- Adjusting and focusing vision
- Working outdoors in inclement weather – extreme hot
- Working outdoors in inclement weather – extreme cold
- Working indoors in an office environment
- Working in high places
- Working near moving mechanical parts and machines
- Working in wet/humid conditions that are not weather related
- Working in extreme cold conditions that are not weather related
- Working in extreme hot conditions that are not weather related
- Working with airborne particles or fumes
- Working with toxic or caustic chemicals or agents
- Working with explosives
- Working in an area with a risk of exposure to radiation
- Working in an area with a risk of exposure to electrocution
- Exposure to vibration
- Working in a loud environment