

## **Lake of the Pines Homeowners Association Golf Course Starter/Range Attendant– PT Position**

Lake of the Pines Association is accepting applications for the position of Golf Course Starter/Cart-Range Attendant. The ideal candidate will be competent and comfortable with a desktop computer, point of sale system, and proven record of positive communication skills and customer service. Must also be hospitable, personable and patient. This person will operate the golf pro shop and will handle merchandise sales, golf cart rentals, green fees, answer phones and maintain presentation of the retail store. Other responsibilities include picking up the range, cleanliness of the carts and marshalling on the golf course. Must have open schedule availability. To start this person will work Saturday afternoons in the Pro Shop, Monday mornings outside on the range and in cart barn, and on Tuesday afternoons outside closing duties. Other shifts may be available as the business needs demand and seasons change.

Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a Part-Time position with a beginning salary of \$15.00 – \$15.50 an hour and facility use privileges including discounted golf and meals, as well as use of swimming pool, beaches, parks, and tennis courts. Pre-employment background search required following conditional offer of employment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Start Golfers in their golf game.
- Answer phones, schedule tee times.
- Sell merchandise and collect greens fees.
- Rent golf carts and range balls.
- Always maintain cleanliness and presentation of Pro Shop.
- Assist with golf tournaments as needed to ensure smooth operation.
- Participate in and verify the taking and recording of inventories and keep records as required.
- Enter onto driving range and picks up golf balls. Wash golf balls and return them to range baskets.
- Pick up all driving range baskets and bring them to the golf shop before the shop closes.
- Check in front of the pro shop for grass and debris and sweep when needed.
- Clean golf carts and charge daily. Light mechanical work as needed.
- At the end of shifts, count and verify all carts are accounted for in barn or at shop and rotate usage sign to maintain equal wear.
- Marshall on the golf course ensuring proper flow of the golf game, positively interacting with golfers.

### **REQUIRED SKILLS/QUALIFICATIONS:**

- Valid California Driver's License in Good Standing.
- 6 months related experience and or training; cash handling experience, and capable and proficient using desktop computer.
- Ability to work independently and interact tactfully with public and personnel contacted during work. Must be hospitable, customer-service oriented, personable, organized and patient.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Must have open availability Sunday through Saturday.

Applications are available online at [www.lop.org](http://www.lop.org) under About Us/Employment Information. Email resume and employment application to [HR@lop.org](mailto:HR@lop.org), or fax application and resume to 530-268-8014, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.