

## Birch Creek Golf Course

### Position Description

**Position Description:** Golf Cart/Driving Range Staff-Seasonal

**Supervisor:** Head Golf Professional

**FLSA Status:** Non-exempt

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#### POSITION SUMMARY

The Golf Cart/Driving Range Staff-Seasonal position, is a non-benefitted position and is Seasonal. Position is responsible for assisting the Head Golf Professional and/or Assistant Golf Professional in managing the day to day operations at the golf course.

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#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Assists Head Golf Professional in daily golf car and driving range operations, including staging and cleaning golf cars and range balls.
2. Assists Birch Creek patrons in loading golf bags on golf cars if needed and in providing any useful information pertaining to the golf course that the patron might require.
3. Checks golf carts tires, brakes, steering, oil/ battery, etc. Returns golf cars for needed repair to the repair section in the basement with a note on the steering wheel as to the problem.
4. Maintains ALL golf cars for cleanliness.
5. Gases golf cars when scheduled by Head Golf Professional.
6. Inspects each returned golf car for damage.
7. Rotates golf cars daily that are used in order to distribute usage.
8. Picks up range balls, baskets, chips the range, fills range buckets during each shift.
9. Keeps practice range and chipping/putting green areas clean.
10. Empties outside trash cans.
11. Assists in setting up, cleaning and tearing down the banquet room after events.
12. Cleans Club House restrooms, hallway, outside entrance and banquet room daily and during shift.
13. Makes sure building and surrounding Club House area is kept clean and inviting to golfers.
14. Assists in teaching the Junior Golf Camps when asked by the Head or Assistant Golf Professional.
15. Assists in regripping golf clubs.
16. As necessary, directs driving range operations, fills or directs the filling of range balls and range ball bins, baskets, etc. Helps ensure that range ball equipment and golf balls are clean.
17. Advises the Head Golf Professional on problems, suggestions and improvements.

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#### MINIMUM QUALIFICATIONS

Must be honest and reliable. Must have attention to detail. Must be willing to work weekends and holidays, which includes early mornings and late nights. Must have a valid driver's license and reliable transportation. Must

be self-motivated with great people skills. The successful candidate will be required to pass a pre-employment drug screen and criminal background check.

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### **PHYSICAL DEMANDS**

Ability to stand on your feet for more than 6 hours straight. Dealing with the public. Running up and down stairs to stock enough golf cars and range balls during your shift. Not taking a TRUE lunch break during your shift. Early mornings and late evenings, 7 days a week, especially in the Summer.

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### **NOTICE**

This job description in no way states or implies that these are the only responsibilities and qualifications to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of Smithfield City/Birch Creek Golf Course to provide and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity or disability. The Human Resource Department will provide reasonable accommodations for applications during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and back ground check. Smithfield City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

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### **SALARY**

\$8-\$10 per hour

Applications: Those interested in applying should submit a completed Smithfield City Employment Application and resume to Smithfield City Human Resource Department, ATTN: Jane Price, 96 South Main Street, Smithfield, Utah, 84335 or via email to [jprice@smithfieldcity.org](mailto:jprice@smithfieldcity.org)

**Closing Date: Until Filled**