

## *Township of Ocean Recreation Office*

### **CTGC Personnel (Clubhouse and/or Ranger) Job Description**

#### **Qualifications**

- Strong public relations skills necessary.
- Knowledge and understanding of the game of golf preferred.
- Working knowledge of computers preferred but not required.

#### **General Description of Responsibilities**

Under the direction of the Facility Pro & Office Manager, the seasonal, part time personnel will perform operational duties associated with the efficient running of the golf course and its facilities. Scheduled duties will include responsibilities within the clubhouse and also on the golf course.

#### **Essential Responsibilities**

- Sell greens fees, rentals, merchandise and other related golf items.
- Operate point of sale system
- Answer phone and provide appropriate and accurate information to the general public
- Schedule tee times
- Register golfers for lessons
- Ensure tidiness of clubhouse
- Assure restrooms adequately stocked
- Serves as a Starter and a Ranger of the golf course to provide order and organization in the use of the golf course by golfers.
- Assist and monitor golfers during their round.
- Collect receipt at first tee and assure greens fees and all rental fees have been paid
- Insure orderly flow of players playing second nine; check for appropriate fee payment
- Perform tournament scoring and assist as needed
- Clean golf cars and golf course equipment
- Check ball washers for adequate water
- Litter abatement as needed
- Enforces rules and regulations governing the operation of the golf course.
- Other duties as assigned.
- Hourly rate: \$8.75/hr. (employee permitted to play course free of charge throughout operating season; when not scheduled to work)
- Will rotate a weekend shift