



**LEDGEVIEW**  
GOLF CLUB

## **Guest Services – Job Description**

**Ledgeview Golf Club**  
**35997 McKee Road**  
**Abbotsford, British Columbia**

### **POSITION SUMMARY**

This position is perfect for someone that enjoys working outdoors and in a fun, team environment. Our Guest Services team attends all areas of the golf course including but not limited to our power cart fleet, driving range, member club and cart storage, and member/guest relations. Our Outside Services team has a heavy emphasis on customer services and work efficiency.

### **KEY REQUIREMENTS:**

- Exemplify and implement excellent customer service
- Uphold and maintain proper and consistent communication
- Demonstrate efficient and effective organizational skills
- Take initiative when completing general and additional duties
- Ability to work in a collaborative team environment
- Good communication skills

### **GENERAL DUTIES:**

- Washing, cleaning, and staging the power cart fleet
- Maintain adequate stocks of golfer supplies (sand and seed bottles, towels)
- Organize and clean pull carts
- Maintain and organize club storage in a safe and clean environment
- Clean and stock men's and women's locker rooms
- Pick the driving range, clean, and restock range machine
- Uphold maintenance of the driving range (i.e. garbage, range baskets, clean mats etc.)
- Daily garbage and recycling
- Uphold cleanliness of key Guest Service area (i.e. Backshop, shoe cleaning station, etc.)
- Complete opening and closing procedures of Guest Services