

### Clubhouse Operations Job Descriptions

Golf Shop Attendant	Checks in customers and maintain POS system and internal tee sheet.
	Sells greens fees, cart fees, golf shop merchandise, and packaged food and beverage May assume Outside Serves duties and assist with bar operations Assist in set up for golf outings and daily leagues. Maintain the cleanliness and stocking of the golf shop and other clubhouse areas.
Outside Services	Responsible for staging of carts in the morning shifts, throughout the day and the cleaning of carts and parking carts that evening for the next day. Responsible for maintaining the cleanliness of the inside and outside of the clubhouse, patio area, inside bathrooms. May assist with golf shop and kitchen duties. Responsible for emptying and taking out all garbage and recycling from the bar and outdoor clubhouse throughout the day.
Starter/Ranger	May assist with outside services duties. Maintain the internal tee sheet by getting golfers off the first tee in time. Monitor the course pace of play throughout the day. Assist in set up for golf outings and daily leagues.

### "The Pub" Job Descriptions

Bartender	Assume all bartending operations including serving of all customers at the bar, at the tables and on the patio. This will be a licensed position or a designee of a license and will be the only persons allowed to serve alcohol. May assist as beverage cart for golf course and assist in kitchen operations.
Beverage Cart	Responsible for all beverage service on the golf course. This position is responsible for stocking, and inventory control of all beverage cart related sales. This person may assist with bartender or server duties inside the bar or patio.
Server	Responsible for all table service inside the clubhouse and on the patio. Responsible for the cleanliness of the dining area and tables inside the clubhouse and on the patio.
Kitchen Staff	Sets up and stocks food items and other necessary supplies. Prepares food items and cooks food items by grilling, frying, sauteing and other cooking methods to specified recipes and standards. Also responsible for keeping a clean kitchen.