



UNIVERSITY GOLF CLUB

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University Golf Club Range Attendant

The following are the overall job duties for this role but are not limited to.

The driving range attendant is responsible for ensuring that the driving range and teaching area are maintained and kept in good order.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collecting golf balls on the driving range
- Placing driving range mats at proper stations and adjusting them as necessary
- Cleans golf balls
- Maintains cleanliness of driving range by picking up empty baskets, cleaning tee area etc.
- Disassemble teaching tees by removing mats, balls and clubs
- Ensure only people receiving lessons use the teaching area for practice
- Perform opening/closing duties as outlined in the driving range duty sheets
- Respond to customer emails & phone inquiries
- Book lessons and fittings as well as take payments

SKILLS AND ABILITIES:

- Excellent Communication skills
- High proficiency in computer programs (office 365, retail software)
- Must have availability 7 days a week, including evenings & weekends
- Ability to multitask and work under pressure High Quality Customer Service
- Excellent Interpersonal Skills and a team player
- Ability to respond to issues with tact and diplomacy
- Ability to work independently and with a team
- Reliable and flexible