

## POSSIBLE EMPLOYMENT OPPORTUNITIES

**Open positions vary from week to week. Listed below are the jobs, as listed on the application, along with a brief description and some of the necessary requirements.**

**Cleaner** is responsible for housekeeping and cleaning facilities including restrooms, offices and reception areas. The team member must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 60 pounds. A Florida driver's license is required.

**Golf Shop Sales Associate** is responsible for the daily operation of the golf shop including checking in and assisting guests, merchandise sales and display, completion of daily financial reports. Employee must have computer knowledge. The employee is required to stand and/or walk up to 7 hours per shift, must regularly lift 10 pounds, and occasionally lift and/or move up to 50 pounds.

**Outside Staff** is responsible for checking in golfers, verifying I.D.'s, communicating staging information to golfers as well as advising golfers and monitoring behavior as it relates to etiquette, respect of the course, and pace of play. Must have computer knowledge and maintain a Florida driver's license. The employee must frequently lift and/or move up to 10 pounds and lift and/or move up to 50 pounds on occasion. The employee is regularly exposed to outside weather conditions including extreme heat, rain, or cold and vibration due to riding in a golf car or other required machinery. Outside staff includes starter, ambassador and/or bag drop.

**Range Associate** job duties vary depending on the location of the Range. Most positions require set-up and maintaining the driving range, as well as picking up balls, operating the ball wash equipment and returning cleaned balls to the automated ball dispenser. The employee is regularly exposed to outside weather conditions including extreme heat, rain, and cold and vibration due to riding in a golf car or other required machinery. Some locations require exposure to mud and ankle deep water. The employee must frequently lift and/or move up to 50 pounds. A Florida driver's license is required.

**Pool Clerk** oversees the daily activities of the pool, pool deck, and Jacuzzi. The employee must regularly lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, and is frequently exposed to extreme cold and extreme heat.

**Tee Time/Membership Associate** is responsible for the day to day support and assistance to residents with memberships and issues involving the Automated Tee Time System. The employee must be familiar and knowledgeable with various pieces of office equipment such as multi line telephone system, photo copier, and calculator and also possess excellent computer skills including MS Word, Excel and Outlook. Experience with the POS system is a plus. Employee must have good understanding of the game of golf. Individuals may be expected to lift up to 25 pounds and sit for extended periods.

**Tennis Shop Sales Associate** helps with the retail process by stocking, organizing and maintaining inventory. Employee assists customers, answers phones and must occasionally lift and/or move up to 25 pounds. The ability to stand up to 5 hours per shift is also required.

**Retail Associate:** Job duties for this position include being responsible for packing and delivering packages and the ability to operate a vehicle. Maintaining proper paperwork and/or being responsible for the receiving cycle are also part of the job. This would involve everything from creating purchase orders to the receiving and distribution of merchandise. The employee must be able to frequently push, pull and twist packages weighing 25 to 200 pounds with proper equipment and assistance. The employee will also be required to frequently lift lower, carry and/or move up to 10 to 50 pounds with proper equipment and assistance. A Florida driver's license is required.

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**Listed below are additional jobs that become available from time to time.**

**Club Technician** is responsible for retro-fitting equipment, making basic club repairs, and selling and building custom clubs. Employee is also responsible for customer club orders and various administrative duties.

**Facility Inventory Coordinator** is responsible for merchandise control in the golf shop as well as for the duties of a golf shop sales associate. Essential responsibilities include inventory control, checking in merchandise, verifying retail invoices, golf shop displays, etc.

**Kayla Martin**  
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**Office hours- 8 a.m. – 5 p.m., Mon - Fri**