



The City of Millington Announces the Following OPEN Position

Position: Edmund Orgill Golf Services Assistant

Compensation: \$15 Hourly

Position Summary:

The Golf Services Assistant supports the daily operations of the outside golf services at the municipal golf course to ensure a smooth and welcoming experience for all patrons and their guests. This role focuses on delivering outstanding customer service while overseeing the efficient loading, cleanliness, staging, and storage of golf carts. The Golf Services Assistant plays a key role in maintaining the flow and organization of play, contributing to the overall positive image and functionality of the course.

Minimum Qualifications:

1. Must be at least 18 years of age and have valid driver's license
2. High School Diploma or Equivalent
3. Must be able to lift/push/pull up to 50 pounds

Special Requirements:

1. Must be available to work flexible hours including weekends and holidays
2. Must be able to work outdoors in varying weather conditions
3. Must be able to use and operate all necessary vehicles and equipment

Specific Duties and Responsibilities:

The following duties are normal for this job. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Key Responsibilities

- Greet all patrons in a friendly and professional manner.
- Prepare, clean, and stage golf carts for daily play; sanitize carts after use and ensure proper charging.
- Maintain the driving range and practice areas by setting up hitting stations, collecting range balls, and ensuring cleanliness and safety.
- Monitor pace of play and report issues to golf shop or course marshal.
- Assist with the setup and execution of leagues, tournaments, and special events
- Support the golf shop and other staff by restocking supplies, retrieving equipment, and answering general questions.
- Maintain cleanliness and orderliness of the bag drop, cart barn, and surrounding areas.
- Perform light maintenance duties related to golf carts and outdoor equipment.
- Provide accurate information about course conditions, local rules, and municipal golf policies.
- Assist with trash & litter detail on the property, including but not limited to outside the clubhouse, in the parking lot, around the course perimeters, and at the practice facilities.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR INTERVIEWS OR TESTING.

Open Date: 07/16/2025

Closing Date: Until Filled