

2023

Outside Services - Assistant Professional



Quaker Ridge Golf Club
146 Griffen Ave
Scarsdale, NY 10583



QUAKER RIDGE GOLF CLUB

FACILITY DESCRIPTION

Quaker Ridge Golf Club is an exclusive private golf club located 30 minutes outside New York City in Scarsdale, NY. Quaker Ridge Golf Club boasts an A.W. Tillinghast designed 18-hole golf course, indoor facility, driving range and short game area. The golf course is ranked in the Top 100 in the World and the United States. In addition to golf, Quaker Ridge facilities include dining, tennis and swimming.

SUMMARY: Quaker Ridge Golf Club has an opening for a full-time Outside Services Assistant Professional beginning in March of 2023. The successful candidate will provide outstanding service to Members and Guests, assist with caddy assignment, manage staff, the cart fleet and the practice facilities. Quaker Ridge Golf Club has an active membership between April 1st and November 1st. Most of the rounds are walking with a caddy but we also maintain a fleet of 32 ClubCar golf carts. PGA members or apprentices are preferred but qualified non-PGA members will be strongly considered. The qualified individual is driven, self-motivated, and looking to take advantage of a great opportunity. The individual should also possess strong communication and organizational skills. The individual will be treated as an assistant golf professional with opportunity to grow within the organization. This outside services position will report to Outside Services Director Richie Uva.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following but are not limited to.

- Provide outstanding service to Members and Guests in all areas of the golf operation
- Assist outside Services Director Richie Uva with caddy assignment
- Utilize the club's technologies to provide the best golf experience at Quaker Ridge GC
- Assist with the daily management of the golf operation
- Recruit, hire and train other staff members
- Accurate club billing with the club's POS system and Foretees
- Daily maintenance and management of the practice facilities
- Greet all Members and Guests by name in a professional and friendly manner
- Ability to communicate with other team members with respect and professionalism
- Manage the golf cart fleet to ensure proper cleaning, charging and maintenance practices
- Proactively manage daily work flow to maximize efficiency and productivity
- Communicate problems immediately to supervisors to ensure timely resolution

GENERAL:

- Employment dates March 15th - through November 15th (flexible)
- Expected to work 6 days per week
- Attendance at all staff meetings
- Provide new and fresh ideas
- Understand and administer the club's rules and policies

COMPENSATION AND BENEFITS:

- Competitive hourly rate for approximately 35 weeks
- Staff uniforms will be provided
- Health benefits in accordance with Club policy
- Holiday Fund Bonus
- Meals included while on duty
- Practice and playing privileges when not working

Resumes for the position will be accepted until the position is filled.

PLEASE EMAIL RESUMES TO BOTH ADDRESSES BELOW:

Richie Uva
Director of Outside Services
Uva@sbcglobal.net

Mario Guerra, PGA
Head Golf Professional
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