



COTTONWOOD PALO VERDE AT SUN LAKES HOA #2  
JOB DESCRIPTION

**PLAYER ASSISTANT**

**Summary:**

**Essential Duties and Responsibilities\***

- Communicate with Proshop and emergency services.
- Monitor pace of play, tee times, etc.
- Maintenance of golf course – divots filling, pitch repairs, raking of bunkers, littering, tee boxes, etc.
- Enforce golf course and practice facility policies, to include but not limited to: restrictions on golf course, proximity to greens, Three Cart Policy, dress code violations, etc.
- Maintenance of range, bucket supplies, filling divots, supplies being removed from range (removal of balls from 12<sup>th</sup> and 16<sup>th</sup> fairways), monitor homeowner cards.
- Assist with the availability and maintenance of golf cart fleet – cleaning, appearance, H2O battery level, air pressures, etc.
- Provide initial first aid in case of emergency
- **Other duties assigned** - Completes/performs other tasks as requested by the employee's supervisor and/or department managers with the approval of the General Manager. The General Manager may also request employee to perform duties not specifically included in the employee's job description.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.