

JOB DESCRIPTION

| | | | |
|------------------|----------------------------|---------------|--------------|
| JOB TITLE | Golf Club Assembler | | |
| Report to(title) | Production Manager | | |
| Department Name | Manufacturing | | |
| Original Date | November 2002 | Revision Date | October 2020 |

Primary Purpose: (Summarizes overall purpose of job.)

To assemble metal woods, irons and putters, including but not limited to cutting shafts, roughing shafts, installing ferrules, assemble golf heads, golf grips and perform quality control golf clubs. Also, ability to adjust (bend) loft and lie angles on irons.

Essential Functions and Responsibilities:

- a. Must be able to assemble, grip and bend golf clubs accurately.
- b. Must have the ability to cut shafts accurately.
- c. Must be able to quality control and pack golf club in an accurate manner.
- d. Must have the ability to read work orders.
- e. Frequently applies moderate exertion when cutting shafts, roughing shafts, assembling heads, and gripping clubs.
- f. Frequently lifts, carries or otherwise moves and positions objects weighing up to 10 pounds when positioning heads assembly.
- g. Frequently lifts, carries or otherwise moves and positions objects weighing up to 30 pounds when transporting inventory for the assembly process.
- h. Typically bends, stoops and crouches on a regular basis to grab heads, shafts, grips, etc. out of boxes.
- i. Occasionally lift and/or carry objects up to 50 pounds.
- j. Must practice proper safety procedures and follow The GolfWorks policies.

Other Functions and Responsibilities:

- a. Performs other duties as assigned

Qualifications/Basic Job Requirements:

- Basic knowledge of golf preferred
- Six (6) months preferred experience in manufacturing environment
- Excellent time management, organizational, and detail-oriented skills
- Excellent verbal communication and reading skills
- Basic math skills

Minimum Mental and Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

Never = Never

Occasionally = up to 2 hours per day

Often = 2 – 6 hours per day

Very frequently = 6 hours or more per day

| Mental Activity | Frequency with which Activity may have to be performed during a typical workday. | | | |
|-------------------------------|---|--------------|-------|-----------------|
| Reading, Spelling, etc | Never | Occasionally | Often | Very Frequently |
| Math, numerical ordering | Never | Occasionally | Often | Very Frequently |
| Problem solving | Never | Occasionally | Often | Very Frequently |
| Comprehension | Never | Occasionally | Often | Very Frequently |
| Decision making / judgment | Never | Occasionally | Often | Very Frequently |
| Detailed Work | Never | Occasionally | Often | Very Frequently |
| Handling difficult situations | Never | Occasionally | Often | Very Frequently |
| Verbal Communication | Never | Occasionally | Often | Very Frequently |
| Written Communication | Never | Occasionally | Often | Very Frequently |
| Constant Interruptions | Never | Occasionally | Often | Very Frequently |

| Physical Activity | Frequency with which Activity may have to be performed during a typical workday. | | | |
|--|---|--------------|-------|-----------------|
| Sitting | Never | Occasionally | Often | Very Frequently |
| Standing | Never | Occasionally | Often | Very Frequently |
| Walking | Never | Occasionally | Often | Very Frequently |
| Bending | Never | Occasionally | Often | Very Frequently |
| Hearing/listening | Never | Occasionally | Often | Very Frequently |
| Seeing | Never | Occasionally | Often | Very Frequently |
| Clear Speech | Never | Occasionally | Often | Very Frequently |
| Repetitive Motion – Turning using wrist/hand/arm/torso | Never | Occasionally | Often | Very Frequently |
| Lifting/Carrying up to 50lb | Never | Occasionally | Often | Very Frequently |
| Lifting/Carrying up to 30lb | Never | Occasionally | Often | Very Frequently |
| Pushing/Pulling Heavy Objects over 50lb | Never | Occasionally | Often | Very Frequently |
| Hand Dexterity | Never | Occasionally | Often | Very Frequently |

| Work Environment | Frequency with which the job is typically performed and the extent of exposure. | | | |
|---------------------------|--|--------------|-------|-----------------|
| Works Alone | Never | Occasionally | Often | Very Frequently |
| Works with others | Never | Occasionally | Often | Very Frequently |
| Inside | Never | Occasionally | Often | Very Frequently |
| Extreme Heat | Never | Occasionally | Often | Very Frequently |
| Noise | Never | Occasionally | Often | Very Frequently |
| Mechanical Equipment | Never | Occasionally | Often | Very Frequently |
| Moving Objects | Never | Occasionally | Often | Very Frequently |
| Pressurized Equipment | Never | Occasionally | Often | Very Frequently |
| Fumes/Odors | Never | Occasionally | Often | Very Frequently |
| Hazardous Materials | Never | Occasionally | Often | Very Frequently |
| Electrical Equipment | Never | Occasionally | Often | Very Frequently |
| Cardboard/Paper Materials | Never | Occasionally | Often | Very Frequently |

Attendance:

Compliance with general company attendance standards is acceptable.

FLSA Status:

Non-exempt (eligible for overtime pay)

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.