



JOB DESCRIPTION

Title: Golf Cart Attendant

FLSA Status: Non Exempt

Effective Date: 3/14/18

Golf Cart Attendants: Seasonal/Part Time

Essential duties:

- Oversee the cart readiness for play i. e. cleanliness, staging, storing, and rotation of entire fleet
- Cleanliness: every cart that went out for a round of golf must be cleaned and washed before storage for the next round
- Storing of carts requires that they are replaced in the proper position in the basement for charging and cleaned at the bottom of ramp before being parked
- All cart attendants are required to present a courteous and pleasant demeanor to all patrons of Glenwoodie Golf Club
- Staging of carts begins by removal from basement to positioning in designated staging area depending on the need
- Rotation is required before they are parked to insure that carts that were most recently used are not the next to go out
- Perform other duties and special projects as assigned.

Skills and Attributes:

- Working under pressure
- Enthusiastic, outgoing personality.
- Excellent customer service skills.
- Good verbal and written communication
- Excellent personal hygiene
- Dedicated to improving their own skills and knowledge as well as those of the other team members.
- Standing or walking for long periods of time may be required.

Qualifications:

Minimum Qualifications:

- Must be at least 16 years of age
- Valid Driver's License



Preferred Qualifications:

- 1 year experience at a busy golf course
 - Must have legal authorization to work in the United States.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands for writing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is primarily working in the outside weather conditions. The noise level in the work environment is usually moderately quiet.

TOOLS & EQUIPMENT USED

Electric golf car is used frequently. Other equipment used includes range ball dispenser, watch, two-way radio and power washer.



Department/Division Approved by: _____ Date: _____

Employee's Signature: _____ Date: _____