



**Village of Glenwood
Job Posting
For
Cart Attendant-seasonal**

The Village of Glenwood, Illinois, is located in Northeastern Illinois, County of Cook, is a diverse community of 9,052 residents (Census 2013), which is in close proximity to a major regional employment and commercial centers in the Chicago metropolitan area. The village is located near the City of Chicago in the Chicago Southland approximately 23 miles south of the Chicago central business district.

Incorporated in 1872 and operating under the President/Board of Trustees form of government, the Village of Glenwood is currently seeking seasonal Cart Attendant. This position requires weekend and holiday availability.

Under supervision from the Golf Course General Manager and/or the Cart and Range Supervisor, the Cart Attendant will be responsible for staging carts which includes bringing carts to and from the cart barn in the morning, cleaning, fueling and checking carts after each use and returning carts to the cart barn at the end of the day.

The hourly rate of pay will be \$11.00 to \$14.00 based on experiences and qualifications.

Email applications to schandler@villageofglenwood.com

Post closes 3/25/2021 or until filled



JOB DESCRIPTION

Title: Cart Attendant (seasonal)

Department: Glenwoodie Golf course

GENERAL PURPOSE

Responsible for staging carts which includes bringing carts from the cart barn in the morning, cleaning, fueling and checking carts after each use and returning carts to cart barn at the end of the day. This person is under the direction of the cart and range supervisor and or his/her designee.

ESSENTIAL FUNCTIONS:

- Ensures that carts are available for players use at all times
- Works closely with pro shops staff to prepare for golf tournaments
- Ensures the clubhouse and practice range areas are kept orderly and clean.
- Receives and responds to complaints from golfers
- Operates a golf cart to assist in carrying out the business of the department and the Village
- Operate golf carts in parking lot and only in designated areas.

MINIMUM QUALIFICATIONS

1. Ability to provide legible communication
2. Ability to focus attention on details, speed and accuracy.
3. Ability to work with minimal supervision
4. Ability to use equipment and tools properly and safely
5. Ability to maintain records and files

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 this 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 reach with hands and arms. The employee frequently is required to stand; talk or hear, walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 20 pounds. Specific vision abilities required b this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



This position requires that the person stand or walk most of the time with bending, stooping, squatting, twisting, reaching, and working on irregular surfaces or at heights above the ground.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 may occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderately quiet.

Equipment

Phone

Computer

Copier

Department/Division Approved By: _____ Date: _____

Employee's Signature: _____ Date: _____