

**Cart and Range Attendant
JOB DESCRIPTION**

DEPARTMENT: Golf Operations

REPORTS TO: Assistant Golf Professional

CLASSIFICATION: Non-Exempt without supervisory responsibility (flexible work hours)

SUMMARY/PURPOSE:

The Cart and Range Attendant provides support to the Golf Operations department. This position is responsible for preparing both the golf cart fleet and driving range facility for daily customer use. This position assists the Golf Professionals in the successful growth and operations of the company.

ESSENTIAL FUNCTIONS:

PROMOTE FINANCIAL STABILITY

- Arrange carts in the Cart Storage building and Cart Staging area.
- Remove trash and clean all golf carts before *each* customer use.
- Place scorecards and pencils on golf carts prior to use.
- Maintain each cart's sand/seed mixture containers.
- Assist with the minor maintenance, repair, and refueling of golf carts.
- Set-up range hitting stations and collect practice balls with designated equipment.
- Clean practice balls and re-stock range machines.

FOSTER TEAMWORK AND COHESIVENESS

- Assist Golf Professionals with tournament execution: provide bag-drop, shuttling, and other services.
- Attend departmental meetings as required.

ENSURE COMPANY AND REGULATORY COMPLIANCE

- Maintain an acceptable level of cleanliness in the Cart Storage, Cart Washing, Cart Staging, and all other designated areas.
- Handle golf carts and driving range equipment with care and prudence, avoiding damage to either equipment or turf.
- Document all golf cart damage and deficiency.

BUILD POSITIVE RELATIONSHIPS WITH THE COMMUNITY

- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

JOB REQUIREMENTS/QUALIFICATIONS:

- Knowledge of golf and customer service.
- Valid driver's license.

