



JOB TITLE: Cart Barn Attendant
DEPARTMENT: Golf Operations
REPORT TO: Outside Golf Service Supervisor
DATE REVISED: January 3, 2023
CLASSIFICATION: Non Exempt; Seasonal part-time or full-time

JOB STATEMENT/PURPOSE:

The Cart Barn Attendant will provide outstanding customer service, directions to patrons around the golf course grounds, tournament assistance, rental club and golf cart rental procedures as well as the availability and cleanliness of rental carts, daily maintenance of the entire golf cart fleet, general janitorial duties around the clubhouse; which includes trash removal, mopping and cleaning restrooms and any other duties needed by the golf professionals. Some light manual labor may be expected at times.

BENEFITS:

While working for Anchorage Golf Course, you will be surrounded by the surreal Alaskan scenery with a spectacular view of North America's tallest peak, Denali! If you enjoy wildlife, prepare yourself for encounters with the mighty moose and the possibility of seeing eagles, black bears, and foxes. This is a tipped position on a limited basis, so gratuities may be earned from our customers for outstanding customer service. Golf benefits (time restricted) and driving range benefits are also available.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ❖ Attend to the golf cart fleet
- ❖ Staging carts; cleaning, checking carts after each use and returning carts to staging area at the end of the day
- ❖ Ensure that carts are available for player use at all times, windshields clean and seats dry
- ❖ Work closely with Pro Shop/Tournament staff to prepare for and conduct golf tournaments
- ❖ Ensure the cart barn and clubhouse area are kept orderly and clean, including trash receptacles, wash station, shoe brushes, doorways clear of leaves and grass.
- ❖ Assist with delivered items
- ❖ Cart barn floors swept and mopped daily
- ❖ Report all cart damage immediately to supervisor or Pro Shop staff
- ❖ Other duties as assigned, including tasks which support essential functions and may be changed or redesigned.

JOB SPECIFICATIONS:

- ❖ Ability to work harmoniously with patrons and fellow employees
- ❖ Good oral and written communication skills
- ❖ Ability to maintain records and files
- ❖ Working knowledge of the rules of golf
- ❖ Ability to learn and enforce course policies, rules and regulations
- ❖ Ability to follow verbal and or written instructions
- ❖ Ability to use equipment and tools properly and safely
- ❖ Able to lift 50 pounds.