



JOB TITLE: Cart Barn Attendant
DEPARTMENT: Golf Operations
REPORT TO: Head Golf Professional
DATE REVISED: March 7, 2017
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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend to the golf cart fleet
- Staging carts; cleaning, fueling and 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 are clean and seats dry
- Works closely with Pro Shop and Tournament staff to prepare for and conduct golf tournaments
- Ensure the cart barn and clubhouse area are kept orderly and clean, including trash receptacles, shoe brushes, doorways clear of leaves and grass. Wash station is to be clean - no grass or debris.
- Assist with delivered items
- Cart barn floors swept and mopped daily
- Report all cart damage immediately to supervisor or Pro Shop staff

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 lbs.



OTHER RESPONSIBILITIES:

- Use excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public
- Relieves other personnel at the golf course when necessary
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned