

## Job Description – Golf Cart/Bag Room Attendant

**Reports To:** Mike Garcia (Golf Shop)

**Supervises:** No supervisory duties are included in this position.

**JOB SUMMARY:** Responsible for the details and cleanliness of the golf cart fleet, be sure carts are full of gas or charged, and supplies are accurately stocked. Provide unparalleled service to our members and guests.

### JOB DUTIES:

- Greet and welcome players
- Stage carts in proper staging area prepared to service players as they arrive
- Detail staged carts in the morning as needed
- Be attentive and "ready" to service the member/guest at bag drop
- Remove golf bags from vehicles or storage room and load onto carts
- Wash range balls and towels daily
- Remove bags from carts and return to either the member's/guest's vehicle or storage area
- Return carts to storage area removing towels, pencils, score cards, tees, trash, etc. from carts and reuse appropriate items
- Wash and detail carts before parking to charge overnight
- Properly plug carts in for charging for the night

### BACKGROUND/EXPERIENCE:

- Excellent communication/relational service skills
- Golf experience or knowledge of the game preferred
- Candidates must have professional presentation and strong customer service/interpersonal skills

### PHYSICAL REQUIREMENTS:

- Possess the ability to drive a gas and/or battery operated golf cart, following safety guidelines
- Ability to lift, push, pull, carry up to 30 lbs.
- Must be able to withstand a range of outside weather conditions (heat/cold, rain/snow, etc.)
- Must be able to withstand prolonged exposure to sunlight.

Job Type: Part-time, Full-Time

Shifts: Morning (6 am – 2 pm) & Afternoon (2 pm – Close); Weekends Required