



MEADOWLARK HILLS GOLF COURSE

City of Kearney

JOB DESCRIPTION

Job Title: Cart Attendant
Job Class: Seasonal
Date: February 2013
Reports to: Assistant Golf Professional

JOB SUMMARY

Provides a high level of customer service to golfing patrons. Cleans and stages golf carts for daily play and tournaments. Picks the driving range and washes golf balls. Facility cleaning.

ESSENTIAL JOB FUNCTIONS

The essential job functions include, but are not limited to the following:

- * Always check with pro-shop staff about daily activities before you start your shift
- * Make sure all carts are clean and stocked with pencil, scorecard, and sand and seed
- * All carts are at least 1/4 full of gas
- * Wash, wipe down and park carts in orderly fashion
- * Pick driving range on daily basis
- * Wash, sort, and stock range balls daily
- * Regularly check bathrooms on the hour for trash, paper towels and toilet supplies
- * Do a walk thru around the clubhouse and parking lot for trash
- * Check trash cans every other hour inside the clubhouse
- * Record all carts that need repair before they can be rented
- * At night, clean bathrooms and vacuum building

KNOWLEDGE, SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * Cart attendants need to be knowledgeable in the proper operation of golf carts and range picker
- * They need to have the basic understanding of proper lifting of golf operation supplies
- * Need to have the general skills of time management, customer service, and daily communication with fellow staff members
- * All cart attendants need to have the ability to do their work timely and safely without disrupting a positive work environment at all times.

SUPERVISORY RESPONSIBILITIES:

NONE

CONFIDENTIAL INFORMATION:

NONE

REQUIREMENTS:

All car attendants need to be 16 years of age to operate equipment.

All car attendants need to be flexible on the times they can work.

PHYSICAL REQUIREMENTS:

Lift in excess of 30 pounds

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

This job description may be changed or updated at any time without notice.