



Golf Cart Attendant- Golf Outside Operations Staff

Classification: Hourly

Salary Grade: Non-exempt

Reports to: Head Golf Professional and Assistant Golf Professionals

Job Description: Outside Services- Bag Drop, Cart Staging, Bag Room, Range and Cart Cleaning are our responsibilities. This operation is crucial to our success as a golf department. Being active within our outside operation, our expectation is that the highest level of service is being delivered at all times

Essential Job Functions:

- Check the range first thing in the morning. Bag stands, balls, towels, club washers should all be ready for the day.
- Cart set up is done every morning prior to the first tee time.
- Cart set up shall be complete with at least 25 carts stages outside the golf shop and will differ depending on play levels.
- Monitoring how many carts we have and how many carts we will need in the near future.
- While setting up carts for the day we must check cart cleanliness and make sure the golf cart is ready to go out on the course. Member/Guest bags shall be placed on the cart as shown on the tee sheet.
- Equip each cart with fresh towels, full sand bottles, a pencil and a new scorecard.
- Assisting members and their guests with clubs in the car and offering directional support is expected.
- Remain in constant communication with the golf shop and all other applicable areas to ensure its success.
- Meet and greet all members and their guests in a timely fashion.
- Prior to play check all golf bags and ensure they are clean, following play we shall clean all players clubs.
- Bag storage is a member service in which you are responsible for. When storing bags we need to be sure all bags have proper identification and stored in the correct location.
- Employee must clean the carts after play. Washing floor boards, roofs, cup holders, cubbies and the under carriage is expected.
- The range should be set up the same way each day and kept looking clean throughout the day.
- Range picking should be picked throughout the day based on the need for range balls. Following the pick the balls should be transferred to baskets and cleaned. During slow periods pick the side banks for golf balls.

Competencies:

- Physical coordination
- Knowledge of daily tasks.
- Ability to operate golf carts and range picker.
- Initiative
- Time Management
- Attention to detail.
- Ability to follow oral and written directions.

Supervisory Responsibility: Operations Staff has no supervisory responsibility.

Work Environment: While performing the duties of this job, the employee is exposed to outdoor weather conditions such as rain, extreme heat and cold temperatures.

Physical Demands: While performing the duties of this job, the employee needs to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including standing, bending over, sitting, kneeling and squatting for extended periods of time. Employee must be able to regularly lift up to 50 pounds of weight and be able to walk 3-5 miles during the workday. Employee must be able to stand in one spot for long periods of time.

Travel: No travel expected for this position.

Required Education and Experience: No experience or previous training required.

Additional Eligibility Qualifications: None required for this position.

Work Authorization/Security Clearance (If applicable): None required for this position.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signature: The employee is expected to uphold and follow all company policies and to act as an example in the adherence to the policies. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this explanation and job description:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Keowee River Club Golf, LLC is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Keowee River Club Golf, LLC prohibits discrimination and harassment of any type and affords equal employment opportunities to

employees and applicants without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Keowee River Club Golf, LLC conforms to the spirit as well as to the letter of all applicable laws and regulations.