



Position Summary:

As a key member of the property's golf operations team, the Golf Cart/Practice Range Attendant reports directly to the Golf Course Head Professional or Assistant Golf Professional and attends to the golf cart fleet and driving range.

Qualifications, Knowledge and Skill Requirements:

- Must have strong customer/guest orientation
- Must have strong communication and interpersonal skills
- Must be dependable
- Must have friendly personality and enjoy working with the public
- Working knowledge of the rules of golf is preferred
- Ability to learn and enforce course policies, rules, and regulations
- Ability to follow verbal and written instructions
- Ability to use equipment and tools properly and safely

Responsibilities:

- Maintain a professional appearance
- Bringing carts from the cart barn in the morning and returning carts to the cart barn at the end of the day
- Cleaning, fueling, and checking carts after each use
- Clean and maintain cart barn
- Ensure the practice range is open and ready for players in the morning
- Replace golf balls and clubs in racks for use by driving range patrons
- Receives and communicates golfer complaints to the Pro Shop
- Ensure the clubhouse and practice range areas are kept orderly and clean, including restrooms and trash cans
- Work closely with Pro Shop staff to prepare for and conduct golf tournament
- Implement and support all course policies and programs as communicated by management
- Ensure the carts are available for player use at all times
- Receive and communicate complaints to the Pro Shop
- Work closely with Pro Shop staff to prepare for and conduct golf tournament
- Implement and support all course policies and programs as communicated by management
- Perform other duties as assigned by supervisor or manager

Working Conditions:

- While performing the required duties of this job, the employee is regularly required to reach with arms and hands
- The employee often is required to walk, stand, talk or hear, handle, feel or operate objects
- The employee must be able to lift and/or move up to 30lbs occasionally
- The employee will occasionally be required to sit, stoop, kneel, crouch, or crawl
- Specific vision abilities include close, distance, color, and peripheral vision, and depth perception

- Moderate exposure to extreme cold, heat, working outdoors, mechanical hazards and electrical hazards.
Exposure to pollens and dust
- Noise level is moderately quiet
- Work extended hours during golf and holiday season
- Work weekends and holidays
- This position is anticipated to work an average of 1 hour to 29 hours per week

All job descriptions are subject to a periodic review. Additional duties will be assigned occasionally by management.

Indigo Golf Partners is an Equal Opportunity Employer committed to providing a diverse environment.