

**Cart and Range Attendant  
JOB DESCRIPTION**

**DEPARTMENT:** Golf Operations

**REPORTS TO:** Assistant Golf Professional

**CLASSIFICATION:** Non-Exempt without supervisory responsibility (flexible work hours)

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**SUMMARY/PURPOSE:**

The Cart and Range Attendant provides support to the Golf Operations department. This position is responsible for preparing both the golf cart fleet and driving range facility for daily customer use. This position assists the Golf Professionals in the successful growth and operations of the company.

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**ESSENTIAL FUNCTIONS:**

PROMOTE FINANCIAL STABILITY

- Arrange carts in the Cart Storage building and Cart Staging area.
- Remove trash and clean all golf carts before *each* customer use.
- Place scorecards and pencils on golf carts prior to use.
- Maintain each cart's sand/seed mixture containers.
- Assist with the minor maintenance, repair, and refueling of golf carts.
- Set-up range hitting stations and collect practice balls with designated equipment.
- Clean practice balls and re-stock range machines.

FOSTER TEAMWORK AND COHESIVENESS

- Assist Golf Professionals with tournament execution: provide bag-drop, shuttling, and other services.
- Attend departmental meetings as required.

ENSURE COMPANY AND REGULATORY COMPLIANCE

- Maintain an acceptable level of cleanliness in the Cart Storage, Cart Washing, Cart Staging, and all other designated areas.
- Handle golf carts and driving range equipment with care and prudence, avoiding damage to either equipment or turf.
- Document all golf cart damage and deficiency.

BUILD POSITIVE RELATIONSHIPS WITH THE COMMUNITY

- Provide courteous customer service to guests at all times.
- Represent the company with a high degree of integrity and professionalism.

**JOB REQUIREMENTS/QUALIFICATIONS:**

- Knowledge of golf and customer service.
- Valid driver's license.

**WORKING CONDITIONS:**

**Physical Demands:**

- Standing
- Sitting
- Crouching/Kneeling
- Walking
- Lifting
- Pulling
- Pushing
- Twisting
- Touching/Handling/Feeling
- Hearing
- Talking
- Seeing:
  - ✓ Close
  - ✓ Far
  - ✓ Color
  - ✓ Depth
  - ✓ Small details/print
  - ✓ Peripheral vision

**Exposures:**

- High Noise Levels
- Weather Conditions
- Vibration
- Airborne Particles
- Chemicals
- Fumes/Odors

**Additional Comments:**

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*This job description provides a summary of the primary components of this job and does not provide an expressed or implied contract for employment. Management may, in its sole discretion, assign or reassign duties and responsibilities to this job at any time. Any revisions, deletions, or additions must be in writing and signed by the General Manager.*

The company operates seven days per week, with flexible hours each day. I am aware that business demands may make it necessary to change my accustomed shift. I am also aware that the number of my scheduled hours may fluctuate with business levels.

I have read and reviewed a copy of the above position description and fully understand that violation of any of the stated responsibilities and duties may be grounds for disciplinary action.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Manager Signature                      Date