

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**                    **GOLF CART ATTENDANT**

DEPARTMENT:        Recreation

REPORTS TO:         Golf Professional/Manager

SUPERVISES:         None

ADOPTED/REVISED DATE:    2/26/04                    SALARY GRADE:    PTS 7

### **POSITION PURPOSE/SUMMARY**

This person performs various tasks in and around the golf course, including golf cart attending.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations
- Assists patrons in loading and unloading equipment into/from carts and cars
- Maintains carts, insuring they are gassed, clean and parked with keys removed each evening
- Maintains and cleans rental golf clubs
- Keeps driving range ball baskets full and in good supply
- Retrieves driving range baskets and balls
- Maintains clubhouse, working areas and parking lots in neat and clean condition
- Keeps wastebaskets in clubhouse and Pro Shop emptied
- Performs other related duties as needed

### **WORKING CONDITIONS**

Work is performed primarily in an outside environment and employee may be subject to heavy lifting requirements.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of golf carts and operations
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public

### **QUALIFICATIONS REQUIRED**

This position requires a person to be courteous, helpful and highly self-motivated.

Valid Washington State Drivers License with driving record free from serious or frequent violation

2/26/04

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.