

Position: Elkdale Golf Cart Attendant

Type: Summer / Seasonal

Salary: Based on Experience

16 – 20+ hours (early & late season) 24 – 36+ hours (peak season)

The golf cart attendant works closely with the Golf Operations Manager and Golf Shop Assistant on the outside golf operations to assure a smooth transition for members and guests around the club. Primary responsibility falls on the services to all guests, efficiency of cart loading, cart cleanliness, staging and storing

The Cart Attendant must have excellent listening skills and an eagerness to provide excellent service. Must be flexible in meeting the varying scheduling needs of the club and may be required to work additional hours than scheduled, if necessary. Cart Attendants must be neat and well groomed in accordance to Elkdale Country Club's Team Member standards.

This position requires a highly self-motivated individual who can work with minimal supervision and interact with members and guests at a high-level.

Essential Duties and Responsibilities

It must be recognized that all specific duties cannot be listed and that responsibilities will change accordingly as the need arises.

- This position will meet and greet all Members and guests in a warm, friendly and professional manner in accordance with all facility policies and procedures.
- Responsible for daily operations of range ball recovery utilizing both mechanical and hand machinery and equipment.
- Responsible for the collection of, organization of, and cleanliness of all range baskets used for ball transportation according to policy and procedures established by management
- Help keep all working areas attractive, neat, clean and free of trash and waste.
- Responsible for washing the range balls to maintain their cleanliness and useability
- Follow procedures for proper opening and closing of the cart and range operations.
- Keep the outside area neat and clean. Do not allow carts to clog passage area. Arrange carts neatly after having been used. Return and store cart keys to golf shop.
- Inspect the condition of the golf carts with specific attention to their cleanliness and appearance.
- Responsible for golf cart cleanliness, cart supplies, cart condition and fueling. As well as the rotation of golf carts to ensure uniform usage amongst the fleet.
- Assist golf shop personnel in the tournament setup of golf carts and range operations.
- Refer all major problems/complaints to a manger and or assistant manager.
- Follow procedures in operation & management of the carts.
- Maintain order and continuity of player traffic.
- Tracking and reporting the need for supplies necessary for day-to-day operations of their given areas.

Requirements

Flexible availability including days, nights, weekends, and holidays.

Must be able to clearly communicate Member and Guest needs to other Team Members

Must be able to frequently lift and carry up to 50lbs.

Minimum Age 16

Ability to stand 6 – 8 hours.

A positive attitude on the job is also essential.

Must be able to solve practical problems that may arise.

Must be able to work in all weather conditions.