



Job Description

TITLE: Temporary Golf Course Cart Attendant	JOB CODE: 5557
DEPARTMENT: Parks and Facilities	FLSA: Non-Exempt
PREPARED: February 2010	FLSA CLASS: Labor/Trade
UPDATED: March 30, 2022	WORK LOCATION: Kirtland, NM
	REMOTE ELIGIBLE: NO

Summary: The position of Golf Course Cart Attendant requires an individual who is capable of exercising independent judgment within the limits of the position and who possesses skills related to golf cart upkeep and driving range upkeep. This employee is also responsible for some light janitorial work. The employee is under the general direction of the Golf Course General Manager/Head Professional and the Outside Manager.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Washes golf cart after every use.
- Checks carts after every use for maintenance problems or body damage.
- Details each golf cart assigned to the individual range/cart helper from top to bottom once a month.
- Waxes each golf cart assigned to the individual range/cart helper a minimum of four times a year or more than the minimum if needed.
- Retains information on general maintenance of each golf cart. Any defects, such as tire pressure, brake adjustments, steering, etc. will be noted.
- Maintains a proper schedule of golf cart rotation.
- Keeps pull carts clean and in good working condition and stores pull carts in an orderly manner.
- Picks driving range with range cart on a daily basis unless the range is closed due to weather or some other condition.
- Hand picks range completely on designated day after range is closed in order for the maintenance department to mow this area on a weekly basis.
- Straightens bag racks throughout the day as needed and at the end of the day.
- Collects range ball baskets and returns to the ball dispenser machine area as needed and at the end of the day.
- Cleans range balls each time they are picked from the driving range.
- Weedeats driving range area and keeps the area free from trash and debris.
- Keeps ball dispenser machine stocked at all times.
- Empties trash cans at least once a day or more if needed as well as cleans and sanitizes trash cans on a weekly basis.
- Sweeps the deck and stair area at the end of each day.
- Cleans parking lot area of trash at the end of each day.
- Picks up and disposes of trash from the clubhouse area, scoreboard, putting green, and driving range, each day.
- Weedeats area around clubhouse, cart storage building, and scoreboard on a weekly basis or as needed.
- Sweeps, mops, and vacuums restrooms daily as needed.
- Cleans and sanitizes toilets daily.
- Stocks toilet paper and paper towels daily.
- Washes windows as needed which may involve climbing up and down a ladder.
- Checks janitorial supplies daily and notifies supervisors of low inventory on any items.
- May be asked to perform other job related duties away from the golf course.

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Temporary Golf Course Cart Attendant

- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Knowledge of methods and materials used in grounds and landscape area construction/maintenance work.
- Knowledge of golf etiquette helpful.
- Working knowledge of and ability to use hand and power tools and equipment.
- Ability to operate trucks and light motorized equipment.
- Ability to follow oral and written directions and in working efficiently with a crew.
- Knowledge of safety equipment.
- Knowledge of basic vehicle and equipment maintenance procedures.
- Knowledge of County policies and procedures.
- Skill in following all safety procedures.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in working independently and as a team member.
- Must adhere to the County golf course dress code policy.
- Must be willing to work a flexible work schedule to include some weekends and holidays.

Education and Experience

- High School Diploma or GED equivalent.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an outdoor environment; may be required to lift and carry items more than 50 pounds
- May be exposed to dangerous machinery and chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Operates a hand-held radio, motorized golf carts, motorized range carts, ball wash machine, pressure washer, weed eater, broom, mop, and vacuum cleaner.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____