

Biltmore Forest Country Club Job Description

Title: Golf Cart Attendant Department: Golf Shop Status: Full-time/Part-time	Reports to: Assistant Golf Professional Supervises: N/A
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Job Summary

Assist professional golf staff in running daily operations and are available to assist members.

Essential Functions

- Pick up balls from the driving range.
- Maintains presentable chipping green, driving range and range balls.
- Pull up carts in the morning to see if they are clean and in working order.
- Take down golf carts at night and make sure they are clean and hooked up to the charger.
- Assist professional staff in pulling bags and loading on carts.
- Keep track of cart and range ball charts to ensure proper charging of member accounts.
- Clean members clubs after each round and make sure they are stored in the proper spot.
- Clean all guests clubs after each round and place where the guest requests.
- Provide superior service to members.

Secondary Functions

- Empty all trash cans in the Golf Shop and vacuum the back area as needed to make it presentable.
- Any other duties requested by manager.
- Maintains groomed appearance and wears approved uniform including name badge at all times while on Club property.
- Maintain clear channels of communication with golf professional staff.

Performance Standards

- Must comply with all rules and regulations as stated in the employee handbook.
- Must be polite and courteous when dealing with members and co-workers.
- Must use personal protective equipment as required.
- Must follow instructions.
- Must be able to lift and carry heavy objects.
- Must arrive at work on time.

Safety Equipment & Personal Protective Equipment

- Safety equipment provided as required.

Qualifications

Education/Skills/Experience/Knowledge

- Must be able to communicate effectively in English in order to effectively communicate with members.
- Must be able to read and write.
- Must have valid driver's license

Working Conditions

- Requires both indoor and outdoor work.
- Exposure to extreme heat, humidity, cold and bright sunlight.
- Exposure to various chemicals fumes, flammables and noise.
- Exposed to various repetitive movements.
- Weekend and holiday work is required as requested.
- Must be able to lift 50 lbs.

** This job description includes, but is not limited to the duties and responsibilities noted above.*

I have read and understand the requirements of this job description.

Employee Signature

Date