



JOB DESCRIPTION

JOB TITLE:	Ocean Pines GOLF CART ATTENDENT
DEPARTMENT:	Golf Operations Assistant
REPORTS TO:	Golf Professional
JOB CLASS:	Non-Exempt
EEO CODE:	09
DATE:	ASAP

JOB SUMMARY

Provides a high level of customer service to golfers. Prepares and stocks golf carts for golfers.

ESSENTIAL JOB FUNCTIONS

The essential functions include, but are not limited to the following:

1. Stages carts for daily play.
2. Prepares carts for golfers use; stocks and maintains carts before and after each use.
3. Greets golfers and assists with the loading of their golf clubs on the cart.
4. Cleans golf clubs.
5. Assists with the maintenance of the driving range; picks up range balls and cleans them.
6. Provides additional support to other areas of the course as needed.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Ability to operate golf carts in a safe manner
2. Must be able to communicate verbally to golfers.
3. Able to provide a high level of customer service with attention to detail.

SUPERVISORY RESPONSIBILITIES

None

CONFIDENTIAL INFORMATION

None

REQUIREMENTS

Knowledge of golf preferred

Previous experience in a customer service position preferred



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PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	0-24%
Standing and walking	25-50%
Climbing, stooping, squatting and kneeling	0-50%
Dexterity: utilizing phone, typing, writing and Driving	0-50%
Lift in excess of 25 pounds	0-24%

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description may be changed or updated at any time without notice.