



## **Golf Course Cart and Range Assistant**

### **Status:**

Non-exempt. Part time/seasonal.

### **General statement of duties:**

Cart and range personnel are responsible for outside golf shop operations including, but not limited to, cleaning and storage of golf carts, picking and cleaning of driving range balls and all areas outside the clubhouse.

### **Supervision received:**

Work under the direct supervision of the Pro Shop Manager. Also takes direction from the Pro Shop personnel.

### **Supervision exercised:**

None

### **Specific duties and responsibilities:**

The following are illustrative only and are not all-inclusive:

- Sweep cart parking area once a week.
- Wash carts every night – inside, outside, seats and underneath.
- Mark cart if mechanical problem exists.
- Park carts according to instructions.
- Responsible for driving range, i.e., flags, tee marker replacement, water buckets and balls.
- Keep outside area neat and clean.
- Clean trash out of carts and park neatly in spaces provided.
- Keep pull carts neat alongside of pro shop.
- Clean rental clubs.
- Clean restrooms as assigned.
- Other duties as assigned.

### **Required knowledge, skills and abilities:**

- Requires knowledge of outside Pro Shop operations, cart maintenance, driving range care, and general good work habits.
- Ability to take care of golf ball cleaner.
- Ability to communicate effectively and keep records.
- Ability to lift 50 lbs. from ground to over your head.
- Ability to carry products or supplies a minimal distance.
- Ability to stand over an extended period of time.

- Ability to walk distances up to 500 yards.

**Necessary special requirements:**

Must have a valid Colorado driver license.

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